
TECHNICAL EDUCATION DATABASE SYSTEM

WEB ENABLED

USER MANUAL

Sixth Edition



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Chapter 1 OVERVIEW

GENERAL INFORMATION

The Technical Education Database System (TEDS) is the official repository of student data for all vocational/technical programs taught in Kentucky. Universities, community and technical colleges, state-operated area technology centers, locally owned area technology centers, high schools and middle schools report technical program student data to TEDS.

The TEDS system uses a central database that is accessed via the Internet from workstations throughout the state. Each workstation requires Microsoft Explorer 5.5 or a later version. The system utilizes a three-tier architecture with an SQL-Server database and a Visual Basic user interface. In this design, system changes are made to the business application that resides on a single, central server. The updates are immediately available to any authorized user regardless of the location of the workstation. The database is designed with the needs of all of the various users in mind.

Data from TEDS is used for program assessment and improvement, budgeting and accountability at the state and federal levels.

Each option from the menu bar at the top of the TEDS main console is a chapter in the TEDS Users Manual. Each screen available under that option is a subsection within the individual chapters. Table values are listed and explanations given when appropriate. Fields required for only a particular group of schools, such as the state-operated area technology centers, but not required for other schools such as the technical colleges are noted.

1Data Entry

Data is input both manually and via a data import process into the database using an online, interactive Windows-based environment connected directly to the main database server in Frankfort. The data is immediately available for viewing, editing or reporting. Reports can be generated on demand and printed at the local school.

In order to use the import process, the school generates an ASCII file of student information in the required format. The file consists of two record types for demographic and enrollment data. This export file is sent to TEDS via a web interface. The interface has two modes of operation. The user may submit the files for test or for update. The system requires that a test run be made before the file can be accepted for update. The test mode allows the user to make a test run against the TEDS data to see how TEDS will handle the records.

The update process requires a large amount of the system resources. Users experience a significantly reduced response time when working with TEDS if the update process is run during the business day. To minimize the conflict, schools will submit their files for update during the business day and the update process will then run during the night. The school may view the results of the update process the next day.

Chapter 2 SYSTEM SECURITY

Data Confidentiality

The data entered into the TEDS System has several layers of security. Every user must be entered into the User Security table and assigned a login name by the System Security Administrator before they can have access to the system. Each user must supply a password upon login. The password must be changed every 30 days. A table is maintained to ensure that no password that has been used in the past may be used again for at least 12 occurrences. The User Security table in TEDS tracks which users are assigned to specific schools.

TEDS administrators at a school may view, change or print data from the school to which they have been assigned. TEDS administrators may **not** view, change or print data from any school other than their own. In other words, no one has access to a school's confidential or program data except the personnel from that school. The only exception to this rule is at the State level. The TEDS Administrators in Central Office have access to all data entered into the TEDS System for support purposes. TEDS Administrators can also print reports that reflect statewide data rather than individual school data. If someone works with more than one school, he/she will have access to each school's data. For example, a district technology coordinator for the Department of Education may work with six schools and have access to each of those schools.

NOTES ON CONFIDENTIAL STAFF INFORMATION:

Some concern has been expressed concerning confidentiality of staff records, especially the SSN. Only the TEDS Administrator that has been assigned to the same school to which the Staff person is assigned may view the staff data. Every person who works with TEDS must be assigned his/her own userid with a specific level of access to data. The userid request form clearly explains the rights and responsibilities granted with the assignment of a userid or access to the TEDS System. The user must agree to maintain the confidentiality of any data that they access before the userid is assigned. It is possible to block access to staff data while the user retains access to all other student data for their school.

A statewide master table contains one staff record per person. TEDS Administrators may search for an existing staff record from the master table to assign someone as a teacher at their school. The only data that can be seen during the search process is the first and last name of the staff person. The TEDS Administrator must assign the staff person to their local school before the user has access to the information in the staff person's record. In other words, TEDS ADMINISTRATORS CAN ONLY SEE A STAFF PERSON'S INFORMATION-INCLUDING THE SSN-FOR THE STAFF AT THEIR OWN SCHOOL. (The SSN is the only individual data field contained in the multiple databases used by the various agencies using web-TEDS. It is necessary to eliminate duplicate staff demographic records in web-TEDS.)

Once a staff person has been added to the school's list of teachers, it cannot be deleted. The only way to remove a name from the list of teachers is to move the name to the inactive list. An audit trail is maintained of the activity on the staff screen. An unusual amount of activity on the staff screen would raise a 'red flag' and the situation could be investigated.

Password Usage

Users must refuse all offers by software to 'remember' their password on their computers so that they can automatically log in the next time.

To prevent individuals from attempting to log in with userids by guessing passwords, accounts will be locked after three (3) consecutive invalid log in attempts.

Passwords must be:

- Kept confidential;
- Changed at least every 30 days (TEDS will display a message prompting the user to enter a new password.);
- Changed whenever there is a chance that the password could be compromised;

Passwords must not be:

- Reused;
- Shared with others;
- Repeated sequences of letters or numbers;
- Kept on paper unless it is securely stored;
- Included in a macro or function key to automate the log-in;
- Names of person, places or things that are easily identified with the user;
- The same as the userid

Each person who uses the TEDS System must be assigned his/her own individual username based upon his or her first name, middle initial and last name. **DO NOT SHARE YOUR USERID AND PASSWORD WITH ANY OTHER PERSON.**

General Information

It is recommended that computers with access to the TEDS System be installed in secure areas where it is unlikely that unauthorized persons can see the screens. Much of the data entered into TEDS is confidential and not for public distribution. Whenever it is not practical to install the computers in a secure area, take all necessary precautions to protect the privacy of staff and students.

- Turn the monitor away from other people.
- Close the TEDS program before leaving the area.
- Use a screensaver password.
- Note: State-operated area technology centers are not to change the settings on the screensaver, especially the screensaver password. The WFD Central Office has set the screensaver password. This allows the Information Technology Branch of the Division of Administrative Services, Department for Technical Education to support the TEDS System more quickly and easily.
- NEVER share your username and password with someone else.

To request a username for someone who does not have one, such as a new employee, complete the form 'Request for Userid for TEDS Access'. Fill in the requested information, read the paragraphs detailing your rights and responsibilities concerning the username and sign and date the form. Your supervisor must also sign the form. If any information or either signature is omitted, the form will be returned to you for correction before it can be processed. Special instructions for schools from each agency are below.

- **WFD area technology centers and universities** – Questions or requests for blank copies of the userid request form can be sent to SarahE.Galliher@ky.gov. Mail or fax completed request forms to Sarah Galliher.
- **KCTCS schools** - A specific version of the form 'Request for Userid for TEDS Access' has been developed for the community and technical colleges that includes the accounting code to be charged for any access fees. Requests for usernames from KCTCS schools must be on this specific form.

Mail or fax the completed form to:

Sarah Galliher

20th Floor Capital Plaza Tower
500 Mero Street
Frankfort KY 40601
Fax number: (502) 564-4800

Department of Education high schools, middle schools and local area technology centers - Questions or requests for blank copies of the request form can be sent to rsmith@kde.state.ky.us. Mail or fax the completed form to:

Ruby Smith
21st Floor Capital Plaza Tower
500 Mero Street
Frankfort KY 40601
Fax number: (502) 564-3775

Please notify your TEDS Administrator whenever an employee leaves so that the username may be disabled.

Chapter 3 NAVIGATION

Log In to System

The user requires a valid username and password in order to logon to TEDS. This ID will allow access to any database and school to which the user has been assigned.

When presented with the TEDS splash screen, enter your assigned username in the field called "Username" and your password in "Password". You may see two or more databases from which to choose: Production, Test, or Training. Please disregard these choices. You will automatically be logged into the Production database. The Test/Training database is accessed using a different web address.

Press the 'Login' button after entering username and password.

The system will allow two failed attempts to log on. A third failed attempt against a valid user ID will disable the ID for the system. You will need to contact your TEDS Security Administrator to reset your user name before you may access the TEDS System again.

If you have been assigned more than one school, the system presents a screen with a dropdown box containing the schools to which you have been assigned. Choose the one school from this list with which you will be working. If you have access to only one school, you will automatically be logged into your assigned school.

Selecting School

The schools that are displayed in the dropdown box were designated when the TEDS System Administrator assigned your username. You may change the working school by selecting the menu option 'Change School' from either the Schools item on the main menu or from the program/section screens.

If any additions/changes need to be made to your list of available schools, please notify your TEDS Administrator.

Screen Design

Every screen in the system displays the name of the screen. The name of the screen appears in the left side of the blue bar that runs along the top edge of the screen.

The blue bar on the bottom of the screen displays the database in which you are currently working. This can be Production or Test/Training. It also displays the current data and time.

The screens included under the Student/Section option are used to enter student data. The upper portion of these screens display the name of the Institution, School Year, Program, and Program Section currently selected.

Main Menu

The main menu includes options that relate to the major functions of the system: to provide program data to be used for accountability and evaluation of program effectiveness. Topics under the main menu include the following information:

School

Select a school

This option applies only to local TEDS users who are set up to administer TEDS data at more than one school.

Institution Maintenance

Update school information database fields

Student

Section

Maintain Program/Section data; add/update student demographic, enrollment, termination, transcript, special populations, and aggregate data; add/update staff data.

Student Search

Allows user to search for individual students already enrolled in the school and update demographic data

Central Office

Contains system maintenance functions that are not available to the schools.

IMPORT

Import File Process

Auto-load data from files.

Import Results

View results of the nighttime import process updates.

Import History

A listing of all the test and updates performed in import process.

FOLLOW-UP

Follow-Up Letters

Generate follow-up letters and forms

Follow-Up Information

Input responses from follow-up forms.

Staff

Staff-to-Institution

Assign teachers to the working school

Company

Company Search

Maintain company data used with student follow-up, work-based learning and Training & Development activities

T & D

Training & Development

REPORTS

Institution Reports

Class List

Enrollment including enrollment data for specific subgroups:

Nontraditional participation

Special population

Enrollment by race/gender

Tech Prep participation

WIA participation

Enrollment by secondary grade level

Enrollment of students with disabilities

Enrollment of students with economic disadvantage status

Statistical

Termination Status

Special Populations

Disability

Disadvantage

Employment Status

Attend Hours

Program Completion, including students with nontraditional enrollment

Home School

Duplicate Fed Ind

Staff Listing

Employer Survey

Student Organizations

GPA Report

(KDE) Performance Measures

O*Net Titles

Credentials Earned

Aggregate Summary

Retention Follow-up

Compare Enrollment

Chapter 4 DOCUMENTATION FOR ACCOUNTABILITY

The Department for Technical Education in the Education Cabinet is required to ensure that performance data reported to the U.S. Department of Education for Perkins accountability is complete, accurate and reliable. All data used for accountability reporting (demographic, program enrollment, termination/completion and follow-up) must be entered into the TEDS database. Schools must maintain source documentation to verify all data entered is complete, accurate data. The Technical Education Database System User Manual provides instructions for entering data into each data field as well as definitions and examples when appropriate. The data will be used for Perkins federal and state accountability reporting and program improvement, as well as being a school resource for other reporting types.

The Department for Technical Education must review the results of each school's data entry and conduct on-site visits to review documentation and data entry of all required data. Schools will receive advance notification of the visits and asked to complete a short questionnaire before the date of the visit.

Schools must document that the data entry of Perkins information is complete, accurate and reliable. Numerous reports are available in TEDS to assist with documentation with new reports being added as needed. Schools should routinely produce and review reports for enrollment, including all special populations (disability, economic disadvantage, single pregnant woman, single parent, displaced homemaker, LEP) and Tech Prep. Termination and placement reports should also be reviewed after the data has been entered into TEDS.

Documentation must be kept in an area where it can be retrieved when needed. Backup documentation for demographic, enrollment, program completion and placement, special populations, credentials, industry testing and certification must be kept on file for a minimum of five (5) school years.

Postsecondary schools may use the institution's application for admission or declaration of a technical program major for documenting student enrollment. Secondary schools may have a master list of the student's schedule showing that the student is taking courses in a particular technical program or a career major declaration.

Documentation for students who qualify as one of the special populations is especially important. Please be sure that the documentation is complete and stored where it is easily accessible when an auditor/monitor visits the school.

Special Populations Data

Disability –

- Postsecondary schools may use data provided by another office within the school, such as Financial Aid. Lists of students who receive assistance from an outside agency (Department for Vocational Rehabilitation, Department for the Blind etc.) are acceptable documentation for entering disability data into TEDS. Students may also self-report their disability by requesting some type of special accommodation so that they may succeed in the program (large print books, special computer software, an interpreter for the deaf etc.) A copy of a 504 plan showing the planned transition from secondary to postsecondary education is also acceptable.
- Secondary schools must have an Individual Education Plan (IEP) or 504 Plan on file to report the student as having a disability. Students may also self-report their disability by requesting some type of special accommodation so that they may succeed in the program (large print books, special computer software, an interpreter for the deaf etc.)

Economic disadvantage

- Postsecondary schools may indicate that the student has an economic disadvantage if the student:
 - is a recipient of a Pell Grant or

-
- receives funds under a WIA individual training agreement or
 - family income is at or below poverty level as set by the U. S. Department of Commerce.
 - Secondary schools may indicate that the student has an economic disadvantage if the student is:
 - eligible for free or reduced lunch or

NOTE: Students with an academic disadvantage are no longer recorded in TEDS.

Displaced homemaker – A person entering or returning to the workplace after caring for family without remuneration and for that reason has diminished marketable skills and has been dependent on the income of another family member but is no longer supported by that income.

NOTE: The special population category Displaced Homemaker is for post-secondary schools only.

Single parent – Any unmarried or legally separated mother or father (both postsecondary and secondary) who has a minor child(ren) for which the parent has total or joint custody may qualify for this type of special population. Most schools receive this information when students self-report the situation. Some schools have a daycare center on campus for students and may have this information available from the daycare center.

Single pregnant woman – Any single or legally separated pregnant female student (both postsecondary and secondary) may qualify for this type of special population. Single fathers are not included in this population. The two most common methods for a school to have this information is through the student self-reporting the condition or through a request for special accommodation due to the pregnancy.

LEP - A student with limited English proficiency ('LEP') is one who is a member of a national origin minority who does not speak and understand the English language in an instructional setting well enough to benefit from vocational studies to the same extent as a student whose primary language is English.

Tech Prep –

- Postsecondary – A Tech Prep student is one who completed the first two years of an articulated secondary/postsecondary technical program while in high school and is continuing his/her enrollment in the same articulated program of study at the postsecondary level. (Postsecondary schools may use the articulation agreement, program application or declaration of a technical program major for documenting student enrollment. Credit for the high school technical courses taken at the secondary level and enrollment in the same technical program at the postsecondary level is one method of documentation. Documentation of the articulation agreement for the program needs to be provided when the student is accepted at the post-secondary institution.

Note: For Tech Prep reports based on school years 1999-2000 through 2001-2002, the list of students who comprise the Tech Prep enrollment numbers listed on the Tech Prep Self Study would be another type of documentation for both secondary and postsecondary Tech Prep students. Beginning with reports based on school year 2002-2003, the number of Tech Prep students enrolled at the school will be taken from TEDS data.

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- Secondary - A Tech Prep student is identified as a student with an Individual Graduation Plan (IGP)/career major who is enrolled in an integrated academic/technical non-duplicative secondary/postsecondary sequence of courses that leads to a post-secondary educational outcome in a technical program. The IGP/career major must contain the course sequences for both the secondary courses and postsecondary courses necessary for the student to complete the technical program. (Secondary schools may have a master list of the student's schedule showing that the student is taking courses in a particular technical program or a program application. The Tech Prep indicator may be checked when the student graduation plan is completed with a career major declared and the student enrolls in the first technical course.

Follow-up Data

Student (6 months) Follow-up - When the former student returns the Student Follow-up Form, it should be kept on file for each program completer for five years after the follow-up is complete. If the information is obtained from phone calls to students or from other sources (friends or relatives etc.) identify how and who provided the data in the space on the bottom of the form concerning how the data was collected. The students employment statuses are used to calculate the positive placement rate for technical programs in Kentucky.

NOTE: High schools may use the Success Transition follow-up data obtained by the school's guidance counselor as their student follow-up data for TEDS data entry only if it provides all the employment data requested on the Student Follow-up Form in TEDS. The high school counselor should maintain the same source documentation for any auditor/monitoring visit.

Employer Follow-up – Each completed Employer Follow-up Form should be kept on file for five years. Only the employers of former students with a positive placement are sent the follow-up form. The employer must certify they completed the follow-up form and that the former student is employed by the company.

Retention Follow-up – Postsecondary students who were positively placed are contacted six months after the initial student follow-up to determine if their employment/continuing education status has changed. The Retention Follow-up Form should be kept on file for each student with positive employment/continuing education retention. If the information is obtained from phone calls to students or from other sources (friends or relatives etc.) identify how and who provided the data in the space on the bottom of the form concerning how the data was collected.

The following pages contain charts showing the various types of documentation that may be used for each specific data field. When more than one type of documentation is listed for a particular data field, it is only necessary to retain one type of documentation per data field. There is a separate chart for secondary students and postsecondary students. There are some differences between the two charts so please ensure that you consult the correct chart for your students.

Type of Data	Documentation For Secondary Students
Demographic	Program application IGP/career major declaration Copy of student schedule School's own form
Disability	IEP 504 Plan Request for special services
Economic disadvantage	On free or reduced lunch
Displaced homemaker	Not applicable
Single parent	Evidence of custody of child
Single pregnant woman	Self-declared Request for assistance to stay in school
Limited English proficiency (LEP)	Self-declared Enrolled in class for limited English proficiency Request for tutor / interpreter
Individual Graduation Plan (IGP)	Individual Graduation Plan (IGP), signed with sequence of courses
Termination: Termination status Termination date	Teacher grade books showing successful completion of program, transfer or exiting school School Records Graduation dates with lists of graduating students
Credential earned	Check sheet of graduation requirements (including technical requirements) met
O*Net title earned	Check sheet of course requirements for O*Net title
Skills Standards certificate	Results of Skills Standards test with scores by student
Industry certification	Results of Industry Certification test per student School records Confirmation from industry

Type of Data	Documentation For Secondary Students
Follow-up:	
Student	TEDS Student Follow-up Form (completed and verified form)
Employer	TEDS Employer Follow-up Form (completed and verified form)
Retention	TEDS Retention Follow-up Form (completed and verified form)

Type of Data	Documentation For Postsecondary Students
Demographic	Program application Declaration of major School's own form
Program Enrollment:	Program application Declaration of major School's own form
Enrollment date	Student transcript Program Application/school's own form
Objective	Program application Declaration of major School's own form Sequence of courses in program
GPA	Student transcript List provided by school office
Tech Prep student	Student high school transcript showing secondary non-duplicative courses and program enrollment Articulation agreement List provided by separate office
Disability	Self-disclosure Request for services Referral from Vocational Rehabilitation Secondary transition plan (IEP)
Displaced homemaker	Self-declared WIA welfare reform participant

Type of Data	Documentation For Postsecondary Students
Single parent/Single pregnant woman	Self-declared Proof of total/joint custody of child(ren)
Limited English proficiency (LEP)	Self-declared Request for tutor / interpreter Enrolled in English as a second language course

Chapter 5 SCHOOL MENU

Select the Working School

The selection of a working school applies only to those TEDS users who are authorized to work in more than one school. In the web-TEDS system, you are assigned a single username that can have one or several schools attached to it. While you may be authorized for multiple schools, you can work in only one school at a time. The selected school is referred to as your working school. When you log into TEDS, you will be presented with a dropdown box of all of the schools to which you are assigned. You must select one of these schools to be your working school.

You may change your working school at any time during your session by choosing 'Select School' from the School column on the main menu. You may also change your working school while in the program section screens by selecting the 'Change School' option at the top of the program section screen.

Maintain Institution Data

The Select 'Institution Maintenance' from the School selection on the main menu will bring up the institution maintenance screen for updating the data for the school. The local school maintains only the fields: principal name, county, school address, phone, fax, notes, and the feeder school list. If any other field needs to be changed then contact your TEDS administrator.

Select Feeders

Feeder schools are institutions that send students from High Schools or Middle Schools to area technology centers or technical colleges. The feeder schools that are selected on this screen become the home high school selections on the enrollment screen and are used as selection criteria for the Home School Report. This field is for secondary schools only. Postsecondary schools should leave this field blank. Leave this field blank if your school is a high schools or middle schools and do not have secondary technical students being sent to your school from another school.

To add a feeder school to the list, press the 'Feeders' button at the bottom of the screen. This brings up a screen to select feeder schools. Search by the name of the school or by the type of school. If searching by type of school, minimize the list of schools in the search results by keying the beginning letter(s) of the feeder school name in the 'Name' box. Click on the arrow for the dropdown box for the 'Type' field and select 'high school' or 'middle school'. Click 'search'. Check the box next to the name of the school(s) that you want to select. When you have completed your selections, press the 'Save' button, and automatically be returned to the maintenance screen.

NOTE: The changes made to the feeder school list may not automatically be seen on the Institution Maintenance screen. Hit the F5 key to refresh the screen. The changes should now be shown on screen.

Chapter 6 STUDENT MENU

Maintain Student Demographic Data

The maintenance screen for student demographic data is reached through the main menu or from the program/section selection process:

To edit student demographic data already entered into the database, select 'Student Search' from 'Student' on the Main Menu. This will bring up a search criteria screen with which you can find any student who is enrolled in your school. You may only edit existing demographic data from this screen. If you want to add new student demographic data, edit an existing student's enrollment data or terminate an existing one, you must use the program/section class list processing.

1Accessing student demographic data only:

- Be sure the name of the working school is correct if you have access to more than one school's data.
- Select 'Student' then 'Search Student ' from the Main Menu.
- Search for the student's last name or SSN by keying in that information.
- Click 'Search'.
- Double click on the name of the student.
- The student's demographic record will be displayed. Make any necessary changes.
- Save the record.
- If no changes were made to the student's demographic record, click 'Close'.

Program Section Enrollment

1Overview

Since all student data is reported by the program and section in which the student is enrolled, the program section function is used to enter all student records using one of four methods: import process, rollover process of students continuing from one school year to the next, manual entry of student data for individual students or aggregate data for students enrolled in an exploratory activities. Each method will be covered separately in this document.

The program section screens are designed in a 'wizard' format. This design helps to optimize the efficiency of an Internet application for the fastest response time. Follow the selection sequence to get to the section with which you want to work (school year, program name, section name).

All screens will display the institution, school year, program, and section in which you are currently working.

This series of screens is used to maintain the sections that are being taught at your school. Central Office personnel will maintain the list of programs offered at your school on a master table. Every program reported by your school must be listed on the master table regardless of the program level. (If you do not see the program name listed in the pull-down box, call or email your TEDS Administrator so that the missing program may be added to your school's list.)

TEDS automatically assigns the next available section number when a new section is created. School personnel enter the data on the program section screen for each program offered at the school. This information must be entered before students can be enrolled in the programs regardless of the method used to enter the data (import, manual entry of individual or aggregate data for exploratory activities).

Preparatory programs must meet the qualifications of a technical program according to Perkins III legislation. The Carl Perkins Act of 1998 defines a technical program as:

A sequence of courses that provides individuals with the academic and technical knowledge and skills the individuals need to prepare for further education and for careers (other than careers requiring a baccalaureate, master's or doctoral degree) in current or emerging employment sectors and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills of an individual.

The section name allows schools to assign a name to each program section that is more meaningful to the school. The section name and number will be different for each group of students enrolled in the same program. All programs must have a section name and number assigned regardless of the level of the program. The dropdown boxes for sections display the section names that have been previously assigned. You can either choose one of the existing sections to work with or you can press the 'Add New' button to create a new section. Each program will begin numbering sections with the section number '1'. Schools may choose to enroll all students into the same program section. If more than 100 students are enrolled in the same program, schools may find it easier to use more than one program section.

2Selecting a Section

- Select 'Section' from the Student menu item on the main menu.
- A window will pop up showing your school name and a dropdown box for school year. Select the proper school year from the box and press the 'Next' button.
- The next screen will display your school name and the year that you selected. Choose the desired program from the dropdown box and press the 'Next' button. If you wish to change the selected school year then press the 'Back' button to return to the school year selection screen.
- On the next screen select the section in which you wish to work, then press the 'Next' button. Press the 'Add New' button if you want to generate a new section. Press the 'Back' button to return to the program selection screen.

3Adding a New Section

Program sections must be created for a school year before students can be enrolled in a program section. If the rollover process is run, it will automatically create a copy of the program section from the previous school year. It advances the dates one year and assigns the same staff as teachers of the section. The data in the newly created section may be edited as needed. If the rollover is not run for a new school year or additional sections are needed, the new program section data must be entered manually.

Section Number

The system automatically assigns this sequential number and you may not edit it.

Section Name

Enter the name of the section. The section name is individual to each school and will not affect the program name used statewide. This data field is **required**.

Section Description

This is an optional field for you to describe the program section in more detail than what is conveyed with the name alone. For example, the section might be used to enter program enrollment data for Adult Ed courses, night-time/weekend courses, or some other special situation.

(Program Section) Level

The program section 'level' is a **required** data field and refers to the education or curriculum level of the program. Click on the arrow in the pull-down box to choose the program level of the program section. This field is a selection criteria in some reports used for Federal reporting. Be sure that each program section has the correct level selected. Choices include:

- Secondary - Programs taught at the "secondary" level are taught mostly at middle schools, high schools and area technology centers. Some secondary level programs may be offered at post-secondary institutions. Adult students may be accepted into a secondary program if space is available without changing the level of the program. Any vocational-technical program may be offered as secondary level unless there is an age requirement for certification in that program. Leaving this field blank or entering a different value than 'secondary' may cause the program section to be omitted from certain reports used for funding calculation, such as the Program Enrollment Report or the Program Completion Report.
- Post-secondary - A "post-secondary" program is taught mostly at community and technical colleges and universities. Area technology centers may also offer post-secondary level programs. The institution receiving the funding for the post-secondary program reports the student data for the program. Any vocational-technical program that meets the Perkins definition of a program may be offered as a post-secondary level program.
- Apprenticeship - An "apprenticeship" program is a formal registered program of training which includes both on-the-job training, and related classroom instruction which is intended to train the apprentice in all aspects of a trade. On-the-job training constitutes a majority of the training time for apprenticeship programs.
- Upgrade - "Upgrade" programs (also called 'continuing education') allow adults to improve current skills or acquire new skills without taking an entire program. Examples are keyboarding classes or a class on particular software.
- Regulatory - "Regulatory" programs include those programs which employed individuals must complete in order to retain their current certification in their field. If you are not sure whether the program qualifies as regulatory, email or call your Central Office contact person.

NOTE: Schools no longer report 'customized training programs'. 'Customized' programs are offered only through the Training & Development branches within the Department For Technical Education or the Kentucky Community and Technical College System (KCTCS). The standard course content of the program is individualized according to the business's needs. Special programs can also be developed at company request. Blueprint reading and total quality management are examples of T & D program offerings. The results of customized T & D training are entered using the Training & Development screens in TEDS. Access to the T & D screen for data input is limited to T & D personnel. Questions concerning access should be addressed to Stan Carton at (502) 564-4286.

Credential Level

Post-secondary institutions identify the level of certification a post-secondary student may achieve. Secondary schools will leave this field blank.

- Program certificate – Postsecondary students enrolled in the program section are pursuing a program certificate as the outcome of their enrollment in the program
- Program diploma – Postsecondary students enrolled in the program section are pursuing a program diploma as the out come of their enrollment in the program

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- Associate degree – Postsecondary students enrolled in the program section are pursuing an associate degree as the outcome of their enrollment in the program
 - Skills Standard certificate - Students enrolled in the program section are pursuing a Skills Standard certificate rather than a completion credential

FTE

FTE (full-time equivalency) refers to the number of full-time students who would be enrolled in the program section should each student be enrolled full-time. The FTE is calculated by adding the total number of attend hours for the students enrolled in the program section divided by 6 hours. The FTE is calculated and displayed in this field by TEDS.

$$\text{FTE} = \frac{\text{total number of attend hours per program}}{6}$$

Satellite Indicator

A program taught at a location other than the main campus (off-campus) of an institution is considered a 'satellite' program. Place a check in this indicator to identify any satellite programs taught by your institution. Identify the location of the satellite program in the 'school off campus' field described below.

School Off Campus

Use the field to indicate the location other than the school where the program section is being taught. The 'Search by Name' field allows you to type in a partial name of a school (at least one letter) and by pressing the 'Search' button, have the system present a list of schools matching the criteria. The results of the search are presented in the dropdown box labeled 'Current Selection'. By pressing the down arrow on this field you will see all of the schools that matched your search criteria. You may either select one of these schools or initiate another search if you do not see the school that you want. The school name must be on the TEDS institution table for the search to work.

From Date

Enter the start date for when the program section is to be taught. Dates entered must be within the school year being taught and must be entered in the following format: MM/DD/YYYY. The formatting character / (forward slash) appears between the month/day and day/year. Example: 05/01/2002

To Date

Do not enter an end date for unless the program section will be discontinued. Leave this field blank if the program continues from one year to the next. This field is referenced during the rollover process to identify program sections that will not be copied to the new school year. Dates entered must be within the school year being taught and must be entered in the following format: MM/DD/YYYY. The formatting character / (forward slash) appears between the month/day and day/year. Example: 05/01/2002

4Program Section Main Screen

All maintenance of the program section data is controlled from this screen. The available functions are:

- **Class List** – This is the listing of students who are assigned to this program section. New students may be added from this screen and the records of assigned students may be maintained. Both the enrollment and demographic records for students are available from this screen.

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- **Termination** – This screen is used for setting the termination status and date for each student. The student objective field may also be maintained from this screen.
 - **Staff** – Assign the instructors to the program along with the percentage of time for each.
 - **Aggregate** – Maintain the descriptive data that is collected for groups of students in exploratory activities. Aggregate data has also been referred to as summary data in the past.

NOTE: Only enrollment data for programs that are not Perkins-accountable should be entered using the aggregate screen. Examples of these programs are short-term, upgrade, apprenticeship courses. Data for students enrolled in their first and second courses in a sequence of courses leading to a current or emerging occupation are entered individually as an exploring student using the Student/Section/Class List/Enrollment screen.
 - **Edit Section** – Update the information about the current section, such as changing the program section name, off-campus location of a satellite program etc.

5To access student demographic/enrollment data

- Be sure the name of the working school is correct if you have access to more than one school's data.
- Select 'Student' then 'Section' from the Main Menu.
- Select the 'School Year' from the drop-down box. Click Next.
- Select the program name from the 'Program' drop-down box. Click Next.
- Select the section from the 'Section' drop-down box. Click Next.
- Select the option that you need to work with.
 - Class List – Demographic and enrollment data
 - Termination – Termination status, date, objective
 - Aggregate – Enter data showing enrollment by totals only for exploratory activities such as continuing education courses, upgrade courses, community education classes etc.
 - Staff – Assign staff to program section taught or to school
 - Edit section – Update information about how the program section is being taught

Some demographic fields can change and therefore be different from one section to another. These demographic fields are found on the enrollment record for the student. For example, when a student incurs a disability that data applies to future enrollments but not to past ones. These demographic fields are: disability, disadvantage, special populations, sponsored by and LEP indicator. Other fields that are specific to the program section are also entered as part of the enrollment record. They are education level, objective, attend hours, Home High School, g.p.a., termination status and date, enrollment date, tech prep indicator, Federal Reporting indicator, IEP indicator (individual education plan), 504 plan indicator and the Skills Standards indicator.

6Class List Screen

The screen consists of a list that displays the student name, SSN, termination status, termination date and the enrollment date. The student name and SSN may be updated on the student demographics screen. The termination status and date are entered when a student exits a program. The enrollment date, termination status and date and student objective may also be updated on the termination screen that can be reached from the program section main screen. The buttons at the bottom of this screen can be used to maintain the selection of students assigned to the section as

well as their individual data. The ability to copy an individual student's enrollment data from one program section to another for the same school year has been added to the Class List screen.

The demographic and enrollment screens transfer large amounts of data per student from the database to the user's workstation. The type and speed of connectivity impact how well this transfer of data is accomplished. To minimize any problems caused by connectivity, a filter has been added to the class list screen. If the program section that you are working with has more than 100 students enrolled, a message box will be displayed, asking you to enter a range of names to be displayed. Enter a student's last name as the beginning of the range and another student's last name as the ending of the range. If the number of students in the selected range is less than 100, the student names will be displayed. Select a student and continue working. If the number of students in the range is greater than 100, the message box will be displayed again. Enter a smaller range. If the smaller range contains less than 100 students, the names will be displayed and you may continue working.

615Demographic Data Screen

You can highlight one of the students in the class list by pressing the entry once with the left mouse button. Pressing the 'Demographics' button will take you to the demographic data maintenance screen for that student.

616Enrollment Data Screen

The enrollment data maintenance screen can be reached in one of two ways. You can either highlight the student entry on the list by clicking once with the left mouse button then pressing the 'Enrollment' button at the bottom of the screen, or you can double click the entry with the left mouse button.

ADD NEW STUDENTS

The 'Add New' functions allows you to either enter enrollment data pertaining to a student's enrollment at your school for students that have been previously enrolled in the statewide TEDS database or to add new students to the database and assign them to your school. In either case, the student is added to the section in which you are working.

Student Search Screen

Pressing the 'Add New' button brings up the student search screen. This screen allows you to search the TEDS student database for students that are assigned to your school by using a variety of criteria. You may enter any variety of criteria. The more information that you enter, the narrower the search will be and the fewer results that will be returned. Avoid making too general a search, such as an 'M' in the 'Sex' field and a '4' in the SSN. This will generate a long list of results that will take a lot of time to return via the Web interface.

An entry in either the last name or the SSN is required for each search. You cannot search the database with just a single criterion in First Name, date of birth, Sex, or Race. When you supply one of these fields, you must also specify all or part of either the last name or SSN.

- **Last name** – This search uses a 'starts with' criteria. You may enter one or more letters and a search will be executed for all students whose last name begins with those letters.
- **First name** - This search uses a 'starts with' criteria. You may enter one or more letters and a search will be executed for all students whose first name begins with those letters.
- **SSN** - This search uses a 'starts with' criteria. You may enter one or more digits and a search will be executed for all students whose SSN begins with those digits.
- **Date of Birth (DOB)** – This must be a valid date field. The field will be automatically formatted. If you enter 05252002, the system will format it to 05/25/2002 when you tab off of the field.

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- **Gender** – Select either 'male' or 'female' from the dropdown box. Do not use 'other' to specify gender. To de-select an entry, use the blank selection at the top of the dropdown list.
 - **Race** – Select from the dropdown box. To de-select an entry, use the blank selection at the top of the dropdown list.

The fields that are entered in the search will automatically be carried forward to the 'Add New Student' screen in order to save repetitive typing if you chose to enter a new student.

7Enrolling a New Student

- If your userid has access to more than one school, be sure that you are signed in to the correct school.
- Select Section from the Student option on the menu bar at the top of the screen.
- Select the school year. Click Next.
- Select the program name or CIP code number for the program in which the student is to be enrolled. Click Next.
- Select the section name in which the student is to be enrolled. Click Next.
- Click on the Class List option.
- A list of students already enrolled in the program section will be displayed. If the student's name is not included on the Class List screen, click Add New.
- Search for the student's name.
 - If the student name is included in the search results, highlight the name and click **Select** (not Add New). The student's existing demographic record will be displayed on the Student Maintenance screen. Demographic data on this screen may be viewed by any person with a valid TEDS userid. The student's demographic data can be edited/changed as needed. The required fields for enrolling a student are also displayed at the bottom of the screen. Enter the enrollment data and save the record. The student will be enrolled in the program section currently selected.
 - If the student name is not included in the search results, click **Add New** from the search screen to add the demographic and enrollment record for the new student.

NOTE: Student enrollment is entered by program, not by individual courses. Enter one enrollment record for the program in which the student is enrolled, regardless of the number of courses being taken in the program. If a student is enrolled in more than one program, enter an enrollment record for each program. Be sure to put a check in the 'Federal Reporting' box for only one of the enrollment records. This will be the program in which the student will be counted when reports are printed as 'non-duplicated'. See Chapter 5/Student, Enrollment Tab Screen, Federal Reporting for more information.

615Demographic Data Fields

Demographic data fields are on the Student Maintenance screen. When the Student Maintenance screen is activated TEDS checks the number of students enrolled in the program section. If the program section has more than 100 students enrolled, a message box will be displayed asking a range of names to be entered.

NOTE: Special characters such as the apostrophe (') may cause the Save button to be inactive when adding a new student whose name contains a special character. If this occurs, remove the special character from the name. The Save button should then become available. Save the record. Once the student has been enrolled in the

program, the name may be edited to include the apostrophe or other special character.

616To Enter A Range of Student Names

A large amount of data must be transferred through the phone lines connecting the local workstation to TEDS each time that you access the Class List screen to work with student demographic or enrollment data. Some schools have limited connectivity, preventing transferring/displaying the data for more than 100 students at a time. TEDS will display the following message if more than 100 students are enrolled in the same program section: 'More than 100 students found. Please enter a filter criteria'. If this message is received, you must enter a range of names to be displayed on the screen.

- Enter the part/all of the last name that is to be the beginning point of the range in the first block of the 'Last Name Range'. Example: 'J' or 'Jones'
- Enter the part/all of the last name that is to be the ending point of the range in the second block of the 'Last Name Range'. Example: 'L' or 'Lewis'
- Press the 'Tab' key to move the cursor from the 'Last Name Range' fields.
- Click on the 'Select' button.
- The list of students whose last names are within the selected range will be displayed on the Class List screen. Example: Jabot through Jones
- The range may be reset by clicking the 'Select Criteria' button on the line above the list of students. Enter the next range of last names and click 'Select'.

Last Name (required)

Note: Entering a suffix such as Jr. or III with the last name may cause problems when running reports. Use the suffix field to enter these titles.

First Name (required)

Middle Name

Prefix: Select the title from the drop-down box. Example: Mr., Miss etc.

Suffix: Select the suffix from the drop-down if appropriate. This field is used to record Jr., Sr., II, III etc. instead of entering the suffix as part of the last name field.

Birthdate: (required) Use the formatting MM/DD/YYYY. Be sure to enter a four-digit year and leading zeros for the month and day.

SSN: (required) Enter the student SSN. The SSN is a required field for all students at all schools. Enter the valid SSN if possible. The SSN is necessary for the import process to work correctly. We are also using automated data processes for data matching with other databases such as the Unemployment Insurance or CATS test score database. Schools not entering a valid SSN for their students cannot take advantage of these opportunities.

NOTE: A valid SSN is necessary for the import process to work correctly. An invalid SSN may cause another school's import process to reject students because that school's valid SSNs matches an invalid SSN entered by another school.

Gender: (required) Enter the sex of the student. **Do not** use the value 'unknown' that is in the drop-down box. 'Unknown' will be removed from the drop-down box with the next update to the database.

Race: (required) Enter the ethnic group for the student.

Address, City, State, Zip: Enter the mailing address for the student. The student's address is now required data for all schools.

NOTE: Federal and state auditors require the student's address for identifying individual students. Auditors may contact former students to verify data entered into TEDS.

Phone: Enter the phone number for the student.

Email address: The email address can be used to contact students for follow-up information if it has been maintained.

Notes: This field is available for schools to enter information that they might want to remember about the student, such as courses taken, awards, special software or technical machinery skills etc. Do not record sensitive information in the Notes field since it can be viewed by anyone with a userid for the database.

Student contact data

The name and address of someone who should know how to contact the former who completed the program and graduated from school is entered on this screen. Click on the 'Add Contact' button to enter contact data.

NOTE: Information about placement and retention in employment, military or additional education is an accountability measure for Perkins funding. Contact data is helpful in contacting students who can no longer be reached at the student's address/phone number. The person whose information is listed as contact data is another avenue for reaching the former student.

Organizations: Pressing this button will display a screen with the various student organizations listed. Click on the box beside the organization name to place a check mark in the box. The check mark will indicate organization(s) with which the student is affiliated.

617Enrollment Data Fields

Only staff from the school where the student is enrolled can view the data fields on the Enrollment screen. Data that is considered sensitive information is maintained from the Enrollment screen to maintain its confidentiality. The complete list of enrollment data fields can be maintained on the enrollment screen. The data fields required for enrolling a new student have been added to the bottom of the 'Add Student' screen for convenience. The fields are 'objective', 'education level', 'enrollment date', 'attend hours', and 'home high school'. Data is entered into these on the Add Student screen. Additions/changes to the enrollment data are entered on the Enrollment screen.

ENROLLMENT TAB SCREEN

Education level: Click on the arrow beside 'education level' to display the choices. This field is required for all students.

Secondary students: The education level for secondary students is their current grade level, 7th grade through 12th grade. Students whose education level is above 12th grade are considered 'post-secondary'.

Students enrolled in continuing education or 'upgrade' programs will be not be listed on this screen. Aggregate results of these exploratory activities will be entered using the Aggregate screen.

Attend Hours: Enter the average number of hours per day that a student is scheduled to attend classes in the program in the 'attend hours' field by selecting the correct number from the drop-down box. If the student does not attend the same number of hours each day of the week, find the average by adding the number of hours per day the student attends Monday through Friday and divide by 5 days/week. Round the attend hours to the nearest half hour. 'Attend hours' is a required field for all institutions.

NOTE to postsecondary institutions: Use 6.0 as the attend hours for postsecondary full-time students and 3.0 for postsecondary part-time students.

Objective: The student 'objective' indicates whether a student is intending to complete/pursue a credential in the program or whether the student's intention is to explore, upgrade current skills or learn specific new ones. Click on the arrow to display a list of student 'objectives'.

Exploring:

- Secondary – Any student who enrolls in a vocational/technical program but will not/cannot complete the three credits within an individual program/career cluster required to be a preparatory student. It is recommended that secondary students be marked as 'exploring' until they have completed the third credit within the same program/ career major. The value in the Objective field may be changed at any time.
- Any student who enrolls in activities designed for career exploration.

Preparatory:

- Post-secondary – A student who has been officially accepted into and enrolled in an occupational-specific program that leads to the completion of an associate or technical degree, diploma or certificate.
- Secondary – Any student, age 14 – 18 who is enrolled in a preparatory program and
 - whose individual graduation plan or other documentation includes four credits within an individual career cluster and is enrolled in the third course in a sequence of courses leading to a current or emerging occupation or

NOTE: The value in the 'objective' field may be changed as needed.

Disability

Career and technical students who have a disability and need some instructional accommodation must have documentation on file at the school. (See Chapter 4/Documentation.) An individual education plan (IEP) identifies the accommodation needed in the technical education program.

- Mild mental disability
- Functional mental disability
- Hearing impairment
- Autism
- Speech/Language impairment
- Visual Impairment
- Emotional behavioral disability
- Orthopedic impairment or physical
- Other health impairment
- Deaf/Blind
- Multiple disabilities
- Specific learning disability

Disadvantaged Conditions

The 'disadvantaged' field records any economic disadvantaged condition that a student may have. This field is left blank if the student is not economically disadvantaged. Click on the arrow to select 'disadvantaged'.

Documentation of economically disadvantaged status must be kept on file at the home school and any area technology center attended by the student. (See Chapter 4/Documentation.)

To qualify as disadvantage, a student must meet at least one of the following criteria.

- **Economic** – The qualifying individual is one who is:
Secondary students:

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- eligible for free or reduced lunch or
 - eligible for aid to families with dependent children
- Post-secondary students:
- recipient of a Pell Grant or
 - receives funds under WIA

NOTE: Students with an academic disadvantage are no longer recorded in TEDS.

Special Populations

Documentation of the reason that the student qualifies as being one of the special populations listed below must be kept on file at the home school and any area technology center attended by the student. (See Chapter 4/Documentation.)

- Displaced homemaker – A person entering or returning to the workplace after caring for family without remuneration and for that reason has diminished marketable skills and has been dependent on the income of another family member but is no longer supported by that income. Referral from Social Services, Aid to Dependent Children or self-reporting to a counselor when requesting some assistance are other options for obtaining this information.
- Single parent – Any single mother or father who is unmarried or legally separated and has a minor child(ren) for which the parent has custody or joint custody. Most schools receive this information when students self-report the situation. Some schools have a daycare center on campus for students and may have this information available from the daycare center. Referral from Social Services or Employment Services is another method for obtaining the data.
- Single pregnant woman – Any single or legally separated pregnant female student (both postsecondary and secondary) enrolled in a technical education program may qualify for this type of special population. Single fathers are not included in this population. The two most common methods for a school to have this information is through the student self-reporting the condition or through a request for special accommodation due to the pregnancy.

Home High School:

This field is completed only for students enrolled in an area technology center or community/technical college. The 'home high school', indicating the high school or middle school that is sending the student to an area technology center or community/technical college, is recorded in this field. Click on the arrow to display the list of available 'home high schools' for your area technology center or community/technical college. Click on a choice to select it. It is a required field for all secondary students at an area technology centers or technical colleges. (Home high schools are sometimes referred to as 'feeder' schools.) Leave this field blank if the student is not coming to your school from another high school or feeder school.

Home Schooled Students Attending an ATC or CTC: THIS IS A CHANGE IN POLICY. If a student is being home schooled, select the name of the high school that the student would have attended if not being home schooled. This information is necessary for funding calculations. **DO NOT SELECT 'HOME SCHOOL'** as the home high school. 'Home School' will be removed as an option.

GPA

The GPA is no longer a required field for any school. The GPA may still be entered if so desired. Enter the overall cumulative GPA for the student where 4.0 is considered an A. The GPA should include both academic and technical course grades.

Termination status

If the student exits the program during the school year, enter the appropriate termination status. If a student will not be returning to the program at the beginning of the next school year, a termination

status must be entered for the previous school year. See 'Termination Status for Exploring/Preparatory Students' for termination status definitions.

Termination date

Enter the date the student exited the program. Leave the field blank if the student is still enrolled in the program section.

Enrollment Date

The enrollment date entered when the student was originally enrolled for the school year is displayed on this screen. It may be edited if needed. The enrollment date defaults to the current date. To change the enrollment date, highlight the default date and key the correct date.

Tech Prep indicator

A 'Tech Prep' student is identified as a student with an Individual Graduation Plan/Career Major who is enrolled in a sequence of integrated academic/technical non-duplicative secondary/postsecondary courses that leads to a post-secondary educational outcome in a technical program. The Tech Prep indicator may be checked when the student meets the definition of a Tech Prep student and enrolls in the first technical course of the program. Click on the check box beside the field name to place a check mark in the box. Leave this field blank if the student is not enrolled in a tech prep program. This information is included on the state Perkins accountability reports.

Limited English proficiency (LEP) indicator

A member of a national origin minority who does not speak and understand the English language in an instructional setting well enough to benefit from vocational studies to the same extent as a student who primary language is English is identified as having limited English proficiency ('LEP') Documentation of a limited English proficiency condition must be kept on file. (See Chapter 4/Documentation.)

Federal Reporting Indicator

The federal reporting indicator designates the one career and technical program in which a student will be included when non-duplicated count reports are generated for accountability and funding.

NOTE: Enrollment reports generated in TEDS are based on program enrollment. A student is counted once per program enrollment if the report is produced as 'duplicated' count. If the report is produced as 'non-duplicated' counts, each student is counted one time and only in the program in which the Federal Report indicator is checked. The number of hours or blocks that a student is enrolled is not included in the calculation of the number enrolled in the Program Enrollment Report.

If a student has multiple enrollments during a school year, the following criteria is used to identify which program should have the Federal Reporting indicator marked.

The indicator must be marked once (and only once) for each student, regardless of the number of programs the student is enrolled in during a school year.

If a student has multiple enrollments with:

- A preparatory enrollment(s) and an exploring enrollment(s) – Mark the federal reporting indicator for only one preparatory enrollment.
- Multiple preparatory enrollments – Mark the federal reporting indicator for only one preparatory enrollment. The student's enrollment will be reported under that program when a non-duplicated report is run. Schools may use their own criteria for deciding which of the preparatory programs to identify for accountability and funding.
- Multiple exploring enrollments in preparatory programs – Mark the federal reporting indicator for only one exploratory enrollment. The student's enrollment will be reported under that program when a non-duplicated report is run. Schools may use their own criteria for deciding between the exploratory enrollments.

IEP Indicator

Click to place a check in the box to indicate that an individual education plan is on file at your school for a student listed with a disability. Documentation of the qualifying reason that the student is considered to have a disability must be kept on file at the home school and any area technology center the student attends. (See Chapter 4/Documentation.) The IEP should identify any special accommodations needed so that the student may successfully progress through the program.

504 Plan Indicator

Click to place a check in the box to indicate that a 504 Plan is on file for students listed with a disability. Documentation that the student has a disability must be kept on file at the home school and any area technology center or postsecondary institution attended by the student. (See Chapter 4/Documentation.) The 504 Plan should identify any special accommodations needed so that the student may progress through the program.

Skills Standards Indicator

Click to place a check in the box to indicate that the student qualifies to take the Skills Standard test in their program area.

NOTE: This field is **NOT** used to identify students who have passed a Skills Standard test. That information is recorded on the Student Enrollment/Credentials screen. The KDE/Division of Career and Technical Education uses this field to plan/administer the Skills Standards tests.

DELETING AN ENROLLMENT RECORD

- If your userid has access to more than one school, be sure that you are signed in to the correct school.
- Select Section from the Student option on the menu bar at the top of the screen.
- Select the school year. Click Next.
- Select the program name in which the student is enrolled. Click Next.
- Select the section name in which the student is enrolled. Click Next.
- Click on the Class List option.
- Highlight the name of the student whose enrollment is to be deleted from the selected program section.
- Click the Delete button.
- Click OK to verify the deletion.
- Repeat for each student in the selected program section whose enrollment record is to be deleted.

COPYING AN ENROLLMENT RECORD

- If your userid has access to more than one school, be sure that you are signed in to the correct school.
- Select Section from the Student option on the menu bar at the top of the screen.
- Select the school year. Click Next.
- Select the program name in which the student is to be enrolled. Click Next.
- Select the section name in which the student is to be enrolled. Click Next.
- Click on the Class List option.
- Highlight the name of the student whose enrollment is to be copied from the selected program section.
- Click the Copy Enrollment button.
- The 'Enrollment Copy From' area lists the student's current enrollment information (school, school year, program and section names) at the top of the screen. The bottom part of the screen contains the 'Enrollment Copy To' area. Select either the program name or CIP Code in which you want to enroll the student from drop-down box. Click Next.

-
- The student's current enrollment data is still displayed in the 'Enrollment Copy From' area. The program name selected on the previous screen will be listed in the 'Enrollment Copy To' area. Select the section name in which you want to enroll the student from drop-down box. Click Next.
 - The student's current enrollment information is displayed in the 'Enrollment Copy From' area. The program and section in which the student will be enrolled is displayed in the 'Enrollment Copy To' area at the bottom of the screen. Check this information to be sure that the correct information is being displayed for the student. Click Copy Enrollment.
 - The student will now be enrolled in the new program section.
 - Repeat for each student in the selected program section whose enrollment record is to be deleted.
 - Verify that each student is enrolled in the new program sections.
 - If necessary, the original program enrollment record may be deleted from the Class List screen.
 - Do not delete the original enrollment if the student was actually enrolled in that program section during the school year.
 - It is not possible to copy student enrollment records to a program at a different school or a different school year.

SPONSOR BY TAB SCREEN

A company or other agency may sponsor a student by providing the student's tuition, textbooks, supplies etc. If so, record the sponsor on this screen. The name of possible sponsors and descriptions are listed. Pell Grant and Workforce Investment Act (WIA) are listed as sponsors. It is important that Pell Grant and/or WIA are recorded for any postsecondary student sponsored by them.

To Record A Sponsor:

From the Student Enrollment screen:

Click the Sponsor By tab.

A list of possible sponsor types will be displayed.

- Veterans
- Dept of Rehabilitation
- Employer
- Scholarship
- Pell Grant
- Workforce Investment Act
- Police / Fire Fighter waiver
- Worker's Compensation
- TAA / TRA

Click to place a check in the box beside the student's sponsor(s).

If a student is sponsored by more than one entity, place a check in the box beside each sponsor. For example, the Dept of Rehabilitation and Pell Grant may sponsor the same student. A check would be placed in front of both sponsors.

Save the record.

O*NET CODES TAB SCREEN

O*NET, the Occupational Information Network, is a comprehensive database of worker attributes and job characteristics. As the replacement for the *Dictionary of Occupational Titles* (DOT), O*NET will be the nation's primary source of occupational information. The database contains information about knowledge, skills, abilities (KSAs), interests, general work activities (GWAs), and work context for each CIP code or program.

O*Net Codes are assigned to each possible exit point within a program. For example, in the Administrative Services/Office Tech program, some of the available O*Net codes are Receptionist, Word Processor and Typist, Office Assistant and Administrative Assistant.

The O*Net assigned to the highest exit point for the technical program must be assigned to the student upon completion of the occupational program and graduation from the institution.

To assign an O*Net code:

-
- From the Student Enrollment screen:
 - Click the O*Net Codes tab.
 - A list of the available O*Net codes will be displayed for the program in which the student is enrolled. The description and date assigned are listed for each O*Net code title. The current O*Net number is listed as the description.
 - An O*Net Default Date is shown above the list of O*Net codes. If a date is keyed into this field, that date will be automatically entered for each O*Net code assigned to the student without the user having to retype the date for each code.
 - Click to place a check in the box in front of the O*Net code(s) that the student has earned.
 - Enter the Date Earned unless it was entered using the default date.
 - Save the record.

INDUSTRY CERTIFICATE TAB SCREEN

To assign an Industry Certificate:

- From the Student Enrollment screen:
- Click the Ind. Certificates tab.
- A list of any Industry Certificates already assigned will be displayed.
- If the Industry Certificate name is not displayed, it must be added.
- Click the 'Certificates' button at the bottom of the screen.
- A list of available Industry Certificates will be displayed.
- Click to place a check in the box beside the name of the certificate(s) that the student has earned.
- Save the record.
- Hit the F5 key to see the name of the Industry Certificate displayed on screen.

CREDENTIALS TAB SCREEN

The type of credential earned by the student is recorded on the Student Enrollment/Credentials screen. The exact name of the credential is not entered into TEDS.

Available credentials are:

- Associate degree – Postsecondary two-year degree
- Career Major Certificate – Secondary program certificate
- Certificate of Achievement – Certificate for a specific activity not relating to program completion or graduation
- High School Diploma – High school graduation
- Medicaid Nurse Aid Certificate – Successful completion of MNA program
- Program Certificate – Secondary or postsecondary program certificate
- Program Diploma – Secondary or postsecondary program diploma
- Technical degree – Postsecondary two year degree in a technical program
- Skills Standards certificate – Secondary certificate indicating that the student passed the Skills Standards test for their program

To assign a Credential:

From the Student Enrollment screen:

- Click the 'Credential tab.
- A list of available credentials will be displayed.
- Click to place a check in the box beside the type of credential(s) that the student has earned.
- Save the record.

WBL (WORK BASED LEARNING) TAB SCREEN

Work-based learning is primarily an opportunity for secondary students to experience 'real world' activities while still enrolled in the technical program. This information is not included in the Perkins accountability reporting but is provided for state Central Office use and school use.

- Clinical experience
- Co-operative education
- Entrepreneurial program
- Internship
- Mentoring
- Practicum
- Registered apprenticeship
- Registered pre-apprenticeship
- School-based enterprise

8Termination Screen

This screen displays a list of all of the students in the section. The Student's SSN, objective, termination status, termination date and enrollment date are displayed.

The termination screen transfers large amounts of data per student from the database to the user's workstation. The type and speed of connectivity impact how well this transfer of data is accomplished. To minimize any problems caused by connectivity, a filter has been added to the class list screen. If the program section that you are working with has more than 40 students enrolled, a message box will be displayed, asking you to enter a range of names to be displayed. Enter a student's last name as the beginning of the range and another student's last name as the ending of the range. If the number of students in the selected range is less than 40, the student names will be displayed. Select a student and continue working. If the number of students in the range is greater than 40, the message box will be displayed again. Enter a smaller range. If the smaller range contains less than 40 students, the names will be displayed and you may continue working.

A student may be terminated from the section by entering a date and status on this screen. A default date is supplied at the top of the screen. This field is used when you have several students to terminate with the same date. You can enter the date once in the default field and that date will be used for all terminations during this update. The default field defaults to today's date. When you select a termination status, the default date will automatically be put in the termination date field. You may still edit the termination date simply by typing over the default.

The student objective and termination status must be compatible with each other. Screen edits have been added to prevent entering a termination status that is not correct for the student objective.

615Termination Status For Exploring Students

'Exploratory exit' is the only termination status that can be selected for students enrolled in a preparatory program whose objective is shown as 'exploring'. 'Exploratory exit' is the only option that will be listed in the drop-down box if the objective field has a value of 'exploring'.

NOTE: If a student is listed as 'exploring' and qualifies for a termination status other than 'exploratory' exit', the value in the objective field must be changed to 'preparatory' before other values will be listed in the drop-down box to select as the termination status for the student.

616Termination Status For Preparatory Students

Any termination status other than 'exploratory exit' can be selected for a student whose objective is shown as 'preparatory'. 'Exploratory exit' will not be listed in the drop-down box if the objective field has a value of 'preparatory'.

'Completer', 'leaver' and 'transfer' are the three categories for the termination status for preparatory students. The definitions for the sub-types of each available termination statuses are:

COMPLETERS

- Completer - Post secondary student who completes the program requirements to receive a credential for the technical program. This includes associate degrees, program diplomas and program certificates. A student may also be coded as a completer if the student reaches one of the pre-determined exit points known as an O*Net Code. The level of the O*Net code earned may be program certificate, program diploma or associate degree.
- Completer and HS graduate - Secondary student who is leaving secondary education and completes the program requirements to receive a program certificate or program diploma for that program and also earns a high school diploma. A student may also be coded as a completer if the student reaches one of the pre-determined exit codes known as an O*Net Code and earns a high school diploma. The level of the O*Net code earned may be program certificate or program diploma.
- Completer and not HS graduate – Secondary student who is not leaving secondary education but completes the technical program requirements to receive a program certificate or program diploma for that program but does not complete the requirements for a high school diploma. This termination status is usually assigned to a student who is an underclassman, such as a junior.

NOTE: A student whose termination status is 'Completer and not graduate' is not included when calculating a completion percentage until high school graduation is attained. Schools may print reports to identify students who were terminated as 'completer but not high school graduate' during the last school year. If the student has earned a high school diploma, the technical program completion may be counted during the school year the diploma was earned.

NOTE: The wording of the termination status codes will be updated at the end of the 2003-2004 school year. A new edition of the TEDS Users Manual will be released at that time. The 'old wording' termination status codes will no longer appear as an option when entering termination data.

LEAVERS

- Leaver –
 - Post-secondary student who exits the technical program and does not complete the requirements for any credential (associate degree, program diploma, program certificate) or
 - Secondary student who does not complete the requirements for the technical program and leaves school without graduating.
- Early leaver with marketable skills – Post-secondary student who exits the program before earning a credential but is employed in a field related to the technical program
- Graduated without completing – Secondary preparatory student exits the technical program without completing 4 credits in the technical program but does receive a high school diploma.

TRANSFERS

- Transfer – Secondary or post-secondary student who exits a technical program by changing to another technical program at the same school or changes to a different school. A secondary student who exits the technical program by returning to academic courses may also be counted as a transfer.
- Completed tech/finishing academic – Student who completes the technical courses required for a credential who must finish the academic requirements before being counted as a completer
- Delayed return to secondary program – Secondary student who exits the technical program by returning to academic courses but intends to return to the technical program during a later semester or school year.

TERMINATION STATUS NO LONGER USED

The following termination statuses are no longer used. The status has been inactivated on the student termination status table and will eventually not be displayed in the drop-down box.

- Completed secondary part of a 2+2 program – Secondary student who completes the secondary portion of a program such as Tech Prep. In this type of program the student will take two years of secondary courses and two years of post-secondary courses without having to repeat the secondary courses on the post-secondary level. This termination status may be used for 2003-2004 students. Beginning with the 2003-2004 school year it will no longer be available.
- Secondary to post-secondary – Secondary student who completes the secondary level of a technical program and pursues the same technical program at the post-secondary level. This termination status may be used for 2003-2004 students. Beginning with the 2004-2005 school year it will no longer be available.
- High school graduate – This information is included in the other termination status values.
- Continuing in program – Do not enter a termination status for students who will be returning to the same program section at the beginning of the next school year. A blank termination status field indicates the student is still enrolled.
- No show – A 'No-Show' button has been added to the Class List screen that will reverse the results of the roll-over process. See 'No Show Data Cleanup'.
- Left without completing or graduating – Secondary student who exits secondary education and does not complete the requirements for a program certificate or program diploma. This termination status may be used for 2003-2004 students. Beginning with the 2004-2005 school year it will no longer be available.

617No-Show Data Cleanup

Using the automated rollover function sets up many program sections and enrollments. This process generates sections for a new school year and moves all of the non-terminated students from the previous year into the new section. In some cases, a number of these students might not show up for the new school year. In that case, the enrollment record for the new section that the rollover process created is no longer needed and should be deleted.

- All termination screens for the current school year will display a 'no-show' button at the bottom of the screen. To remove a 'no-show' student from the Class List:
- Highlight the name of the 'no-show' student.
- Click the 'no-show' button.
- Click OK to verify the deletion.
- The student's enrollment record for that section will be deleted from the database. The system will automatically update the termination date on the student's enrollment record in the previous section's to the 6/31/school year, and set the termination status to 'Left without graduating/completing'.
- You may go to the section's termination screen and alter the student's termination status if necessary.

NOTE: The 'no-show' button works only for enrollment records that were generated by the rollover process. The automated no-show function will not work for any enrollment record that you manually entered into Web-TEDS.

The no-show option is not available on any termination screens for sections from previous school years. This automated function is only available for editing sections with the intention of cleaning up enrollment records generated by the rollover process.

9Staff Selection Screen

This screen presents a list of the teachers who are assigned to the school.

If the teacher is included in the list of names:

- Choose the teacher(s) for this section by selecting the appropriate check box next to the teacher's name.
- Enter the percentage of time that the teacher will be teaching this section.
- Press the 'Save' button to return to the section screen.

If the section is to be taught by a new teacher who is not yet associated with the school:

- Press the 'Add New' button to make add the teacher to the list of names.
- The Staff-to-Institution screen is brought up when the 'Add New' button is pressed.
- The screen displays all of the teachers who work with the school, on the right side of the screen in the 'Selected Staff' box. Please see Section 6 – Staff Menu, for information on adding staff to the school and on how to add a new staff member to the TEDS database.

If a teacher should be removed from the Staff to Section screen as instructor for a program section:

- Click on the checkmark beside the name(s) of the teacher(s) who are no longer instructors for this particular program section. This will remove the checkmark.
- Tab to the percentage field.
- Key '0' as the percentage.
- Repeat for each name that needs to be removed as instructor.
- Click Save.

10Aggregate Enrollment Screen

Only data for training programs developed for the general public (community education, upgrade, short-term programs, etc.) or exploratory experiences in such areas as Career Choices are entered into TEDS using the Aggregate Data screen.

NOTE: Business and Industry programs (also called T & D) represent short-term program training provided by KY Tech as requested by business and industry. These programs are customized to fit the needs of business and industry and dedicated to their requests. DTE Central Office person working with T & D enters Training and Development programs into TEDS using the T & D screens. If located at a secondary technical education facility, questions concerning T & D data should be directed to Stan Carton at (502) 564-4286 or (502) 330-7147 (cell phone). He may also be contacted by email at StanX.Carton@mail.state.ky.us.

NOTE: Post-secondary institutions offering Training and Development programs should address any questions concerning data reporting to their T & D administrator. Post-secondary institutions are not required to enter T & D data into TEDS but may do so if desired.

The Aggregate Enrollment screen allows the user to enter collective data about the group of students in a section of an exploratory activity. Use this option instead of generating an individual enrollment record for each student participating in the exploratory activity.

NOTE: Enter enrollment data for students enrolled in a secondary exploratory program such as Career Choices using the Student/Class List/Enrollment screen. Enter 'exploring' in the Objective field. Do not enter the aggregate totals for the exploratory program on the Aggregate screen.

Students in the section are grouped by demographic breakdown. The top of the screen displays the information about the program section that you are currently working with. The middle part of the screen has the various criteria that are used to describe each sub-group of students. The bottom of the screen is comprised of a listing of the entries that you have made. The total number of students in the list is shown in the Batch Total at the very bottom of the screen.

The list displays the entries that have been made for each group. The width of the columns in the list is dependent upon the longest value in each of the columns. For example, the Disability column is narrow when empty or when there is a short entry such as 'Autism'. The Disability column width for the entire list grows to maximum size when the entry for 'Orthopedic Impairment or Physical (H)' is used for any group of students. Use the slide bar at the bottom of the list to navigate right and left to see the complete entries.

615Add New Entries to the Aggregate Data Screen

Follow these steps to add a new entry in the list:

- Press the 'Add New' button. This will highlight, in yellow, the minimum fields that must be entered in order to make a new row (number of students, student level, race, and sex).
- Type the **number of Students** that are being described by the criteria. Press tab to get to the next field or click the next field with the mouse.
- Use the dropdown box for **Education Level** and chose the appropriate entry. Enter the grade level for secondary students. Use "post secondary" for post secondary students.
- Choose the **Gender** of the group of students.
- Select the **Race** of the group of students.
- These are the fields that must be filled in. At this point, the 'Save' button is activated and may be used to generate the new list entry. The rest of the fields are optional and are used to further describe the grouping of students. If there are no other applicable fields to fill in then press the 'Save' button to add this group to the list.
- Fill in the remaining fields as needed to describe this unique grouping of students:

Disability –

- If there are no students who qualify as having a disability leave the field blank.
- If student(s) qualify as having a disability, find the total number of students with each type of disability and the same value for the choices in the other fields. Choose a disability from the list and select the appropriate value for the other fields. Enter the total number of students with that disability in the "students" field.
- If more than one student has a disability but the disabilities are different, enter each group of students with the same disability (and the same choices in the other fields) separately. Enter the total for the group in the "Student #" field.

Disadvantage –

- If there are no students qualifying as economically disadvantaged leave the field blank.
- If student(s) qualify as economically disadvantaged, find the total number of students who are disadvantaged and have the same value for the choices in the other fields (education level, race, gender, disability etc). Choose economic disadvantage from the list and select the appropriate value for the other fields.

Special Populations –

There are three special populations identified under Perkins III that do not have specific fields to collect the data. They are:

- Displaced homemaker – A person entering or returning to the workplace after caring for family without remuneration and for that reason has diminished marketable skills and has been dependent on the income of another family member but is no longer supported by that income. She must have qualified under the Perkins III 'displaced homemaker' grant to be included in this population.
- Single parent – Any single mother or father who is unmarried or legally separated and has a minor child(ren) for which the parent has total or joint custody. Most schools receive this information when students self-report the situation. Some schools have a daycare center on campus for students and may have this information available from the daycare center.
- Single pregnant woman – Any single or legally separated pregnant female student (both postsecondary and secondary) may qualify for this type of special population.

Single fathers are not included in this population. The two most common methods for a school to have this information is through the student self-reporting the condition or through a request for special accommodation due to the pregnancy.

Once the fields reflect the values of the student(s) that have exactly the same status and the number of students have been indicated, click the “Save” button. This will move the data in the sub-group listed in the fields to a row in the list.

- **Work Based Learning** – If the secondary student in the sub-group has participated in any of the Work Based Learning activities, put a check in the box by left -clicking with the mouse. Work-based learning data is not required for Perkins accountability.
- **Tech Prep** – If the student(s) in the sub-group qualifies as a Tech Prep student, put a check in the box by left -clicking with the mouse. If no one qualifies as Tech Prep then leave the box empty.
- **NOTE:** A Tech Prep program is defined as one which provides technical preparation in a career field such as engineering, applied sciences, a mechanical, industrial or practical art or trade, agriculture, health occupations, business or applied economics and must do the following:
 - Combines at least two years of secondary and two years of post-secondary education in a sequential course of study without duplication of coursework.
 - Integrates academic, vocational and technical education and, if appropriate and available, work-based learning
 - Provides technical preparation for careers
 - Builds student competence in core academic and technical areas
 - Leads to an associate or baccalaureate degree or a post-secondary certification in a specific career field
 - Leads to placement in appropriate employment or further education

Limited English – A member of a national origin minority who does not speak and understand the English language in an instructional setting well enough to benefit from vocational studies to the same extent as a student whose primary language is English is identified as having limited English proficiency (‘LEP’). Documentation of a limited English proficiency condition must be kept on file. (See Chapter 4/Documentation.)

To enter another group of student(s), press the ‘Add New’ button, make the entries to the values in the fields to reflect the demographics of the group. Click then “Save” button to move the next group to the aggregate list.

Continue until all student data has been entered for the program section.

Example:

There were 100 students in the program section:

50 students are white males in the 12th grade, with no values for the other fields.

1 student is a white, male, 12th grader, who is hearing impaired.

3 students are white, male, 12th graders, who are both economically and academically disadvantaged.etc...

Nbr Studs	Ed Level	Race	Sex	Dis-ability	Disad-vantaged	Spec Pop	WBL	Tech Prep	LEP
50	12	White	Male						
1	12	White	Male	Hearing					
3	12	White	Male		Econ				
2	12	White	Male					Yes	
15	12	Black	Male						
4	12	Black	Male		Econ				Yes
1	12	Black	Male	Vision					
17	12	White	Female						
7	12	Black	Female						

100 Batch Total

616Editing an Entry

If you find that one of the entries in the list needs to be altered, you can edit any of the descriptive fields. Double click on the entry with the left button on the mouse. This will populate the edit fields in the middle of the screen. You may change an existing entry or add a new one for this group.

If you change your mind and do not want to alter the entry then press the 'Cancel' button. A pop-up box will ask "Are you sure you want to cancel the changes?". Press the OK button and the entry will be put back in the list without change. If you press the 'Cancel' button on the pop-up message then you will go back into edit mode on that entry and resume where you were prior to pressing the 'Cancel' button.

Once you have completed the changes to the entry, press the 'Save' button to update the database. Press this button just once, even if the system does not respond immediately. The amount of time that this save function takes depends on the line speed of your Internet connection.

617Deleting an Entry

If you find that you have made an entry in error then you may delete the entire entry from the list. Double click on the entry with the left button on the mouse. This will populate the edit fields in the middle of the screen. Press the 'Delete' button to remove the data from the database. Once the Delete function is done, there is no way that you get that entry back. You must generate a new entry if you want to recreate that data.

If you change your mind about deleting the entry prior to pressing the 'Delete' button then you can press the 'Cancel' button to put the entry back into the list. A pop-up box will ask "Are you sure you want to cancel the changes?" When you press the 'Cancel' button on the pop-up message then you will go back into delete mode on the entry and resume where you were prior to pressing the 'Cancel' button.

11Edit Section Screen

All of the fields associated with a section may be updated except for the section number. It is assigned and maintained by the system.

Section Name

The name of the section. Schools may assign whatever name they want to the program section. It will not affect the program name used for federal reporting.

Section Description

This is an optional field for you to describe the section in more detail than what is conveyed with the name alone. For example, the section might be for Adult Ed, nighttime, weekend, or some other special situation.

Level

Refers to the education level of the program. Click on the arrow to choose the program level of the program section from the pull-down box. Choices are secondary, postsecondary, short-term, continuing education, regulatory or apprenticeship.

Credential Level

The credential level is used by post-secondary institutions to identify the level of certification a post-secondary student intends to achieve.

FTE

FTE (full-time equivalency) refers to the number of full-time students that would be enrolled in the program section should each student be enrolled full-time. The FTE is calculated by adding the total number of attend hours for the students enrolled in the program section divided by 6 hours. TEDS calculates the FTE and displays the value on screen.

Satellite Indicator

A program taught at a location other than the main campus of an institution is considered a 'satellite' program. The school reporting the program must provide the teacher for the program section. Place a check in this indicator to identify any satellite programs taught by your institution.

School Off Campus

Use these fields to indicate the location where the section is being taught if it is at a location other than the school's official campus(es). The 'Search by Name' field allows you to type in a partial name of a school (at least one letter) and by pressing the 'Search' button, have the system present a list of schools matching the criteria. The results of the search are presented in the dropdown box labeled '**Current Selection**'. By pressing the down arrow on this field you will see all of the schools that were found that matched your search criteria. You may either select one of these schools or initiate another search if you do not see the school that you want. The school must be on the TEDS institution table in order to be used here. The 'Current Selection' field should contain the off-campus location where the satellite program is being taught.

If the program is not considered a satellite program, leave the 'Current Selection' field blank.

From Date

This field is used for historical reporting. Enter the actual start date for when the program section is taught. Dates must be within the school year being entered and must be entered in the format MM/DD/YYYY. The formatting character / (forward slash) appears between the month/day and day/year. Example: 05/01/2002

To Date

This field is used to inactivate a program section so that it will no longer be included in the rollover of program section data from one school year to the next. **Do not enter a date in this field**

if the program section will be taught next school year. Enter a valid date in this field if the program section will not be taught next year.

Chapter 7 CENTRAL OFFICE FUNCTIONS

The functions under Central Office are not available for any user not associated with Central Office.

Chapter 8 CHAPTER 7/FILE IMPORT PROCESS

The import function is used to electronically transfer data from the school's database into TEDS using an export file created from the school's database. Each of the two types of export files has a fixed length ASCII text record. Each record is delimited by a line feed (ASCII LF hex 0A). **The institution must ensure that staff and program section information is entered into the TEDS system *prior to running this import procedure*. All enrollment records will be rejected if the program section data has not been entered before the import procedure is run.** See Chapter 5.2.3 for instructions for adding or updating program section information.

Program sections must already be set up in TEDS for the import process to work. If the program section existed in TEDS the previous year, and the rollover process is run, it will automatically be added to new school year without having to re-enter the program section data. The school would only enter new programs or make necessary changes to data for existing programs such as changing the name of the teacher. The rollover process is run at each school's request. It is not run automatically. If a school does not request the rollover be done, the program sections for each program taught at that school must be manually entered for the new school year.

The import process has two types of files: student demographic and student enrollment. A student's demographic record may be entered into TEDS only once, whether it was entered manually or electronically. Records in the enrollment file may be new or may update existing student enrollment data for the same student, school year, program and section.

1 Overview-How the Import Process Works

The school's export file is sent to TEDS via a web interface. The interface has two modes of operation: evaluation and update. The evaluation mode allows the user to make a test run against the TEDS data to see how TEDS will handle the records.

The actual update of the TEDS databases is not done until the user submits a batch job which executed in the evening. The database processing involved in the import process is very intensive and would affect online response time if performed during the workday. The files that are input during the workday via the import process are stored in temporary tables until the batch job is run. These temporary tables are used during the evaluation process to simulate the TEDS production tables.

The import process will accept only new demographic records, no updates. If the SSN of a demographic record is not found on the TEDS database then it will be accepted as a new record. If a matching SSN is found, then the record will be rejected and a message will list the name of the person who already has that SSN in the database. The SSN is used as the definitive identifier for all students to determine if each student's demographic data on the school's import file matches demographic data already entered into TEDS. If there is no SSN for a student in the school's enrollment system, then enrollment information for that student must be updated directly into the TEDS system. The SSN must be present in order to utilize the import process to enter data into TEDS.

New students must also have an enrollment record as well as a demographic record prior to being added to the system. TEDS will not accept demographic records for any student that does not have a matching enrollment record in the school's enrollment import file.

By submitting the demographic file, you are adding those records to a temporary demographic table. When the testing process for the enrollment file is submitted, the system will read both the TEDS production demographic table and the new records on the temporary demographic table, looking to match new enrollment records to records in the system. Only when a student match is found will the system accept a new enrollment record.

When the enrollment import file is submitted, it is added to a temporary enrollment table. The batch job matches the temporary enrollment and demographic tables and updates the production database. Any demographic record found in the temporary table, which does not have a matching enrollment record will be rejected. Any enrollment record found in the temporary table, which does not have a matching demographic record, will be rejected. These rejections cannot be identified until the batch process runs at night.

The enrollment import file may add a new enrollment record or update the current enrollment record with changes to the data, as it is determined through the school year. TEDS checks the production database for an existing enrollment record for the same student SSN, school year, program and section. If the student does not have an enrollment record already in TEDS, an enrollment record will be added. If a match is found, TEDS compares the current enrollment record with the import enrollment record. If there is any difference in the data, the data in the school's import file is considered to be the most current and the enrollment record in TEDS is updated with the new information. In other words, the import file data will overwrite the data already in TEDS if it is different. A new value in the 'termination status' field or a change in the 'attend hours' field is examples of normal updates.

NOTE: During this initial import of data, schools need to be cautious if they have already entered data into TEDS for the current school year. If TEDS has a field on the enrollment screen that is not part of the school database used to generate the enrollment import file, the import process could possibly 'erase' that data under certain circumstances. If the import enrollment file does not have data in a field, a 'blank' is used to hold that space on the record. If data has been entered manually into the field on the student enrollment screen and **the matching enrollment record in the import file does not contain any data for that field**, the 'blank' in the import enrollment record would then overwrite the data already entered into the field in TEDS the same as if there were valid data in the import record.

A report is generated for each test run of a file. The test report lists the records that had errors during evaluation. The first few times that a file is compared to TEDS there will be inconsistencies between the originating enrollment system and the TEDS data. The school uses the evaluation report as a tool to clean up the existing TEDS data so that it will match the enrollment records. After all manual updates are made in TEDS the import file should run smoothly. ***The test report may be run as often as needed to get a clean run against the TEDS data. Once the export file is submitted for update, there will be no way to pull those changes back out.***

Some Rules:

- The import process will accept anything that you put in the name field for a new demographic record. Please ensure the integrity of the input data before running the update.
- Each file record must be the length prescribed. Use spaces to fill in as needed so that the data fields match the file layout.
- If you don't have the student's birth date then default to 01/01/1850. If you have only the year then use 01/01 for month and day.
- All fields are left justified with spaces to the right as filler.

There is no back-out. Once the update is run, all fixes must be done manually.

2Preparing the Import File

Each participating school, district or agency will generate files of student demographic and enrollment information in the correct file format. The export file generated by the school's database becomes the import file that transfers data into TEDS. Each one has a fixed length ASCII text record. Each record is delimited by a line_feed (ASCII LF hex 0A).

Specific information about how the school/district/agency creates its import files must be directed to someone at the school, district or agency-whomever is preparing the import files.

See Appendix B – Import File Formats for current file layouts for the import files.

3Executing the Import Process

The institution must ensure that staff and program section information is entered into the TEDS system *prior to running the procedure.*

Select 'Import File Process' from 'Import' on the Main Menu.

TEDS will display a message titled 'Security Warning', asking if you want to install and run 'Persits Software JUpload Applet'. **Click 'Yes'.** The applet is designed to increase TEDS efficiency handling large files via the web. It will not interfere with software currently installed on your computer. If installation of the applet is not allowed, the import process will not run on that computer. See Figure 1.

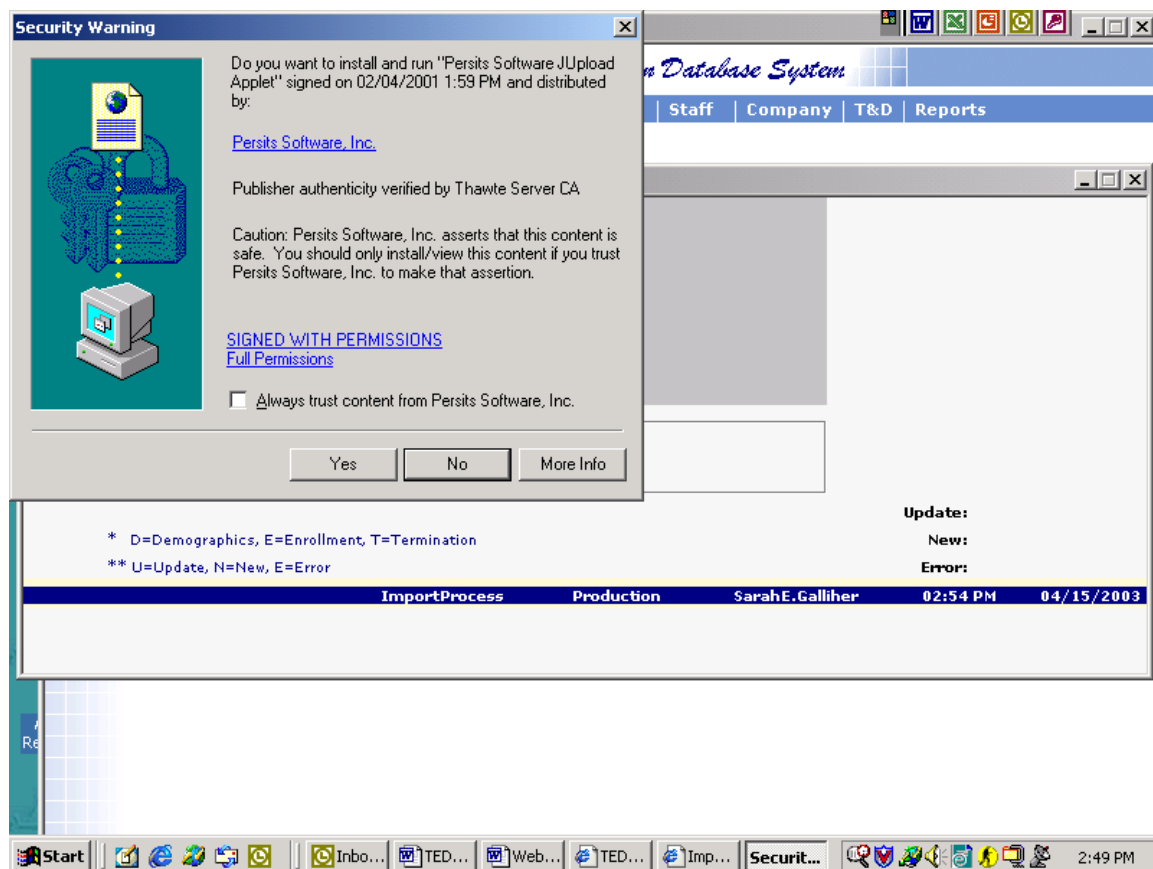


Figure 1

815Location of the Import Files

You must tell TEDS where to find the import files created from your local database. Press the 'Add' button to bring up a dialog for the list of files on your PC. See Figures 2 and 3.

The import files must be stored somewhere on your PC or in the network to which you have access. This screen works the same way as Windows Explorer. Double click the proper drives and folders until the name of your file is listed. Highlight the file name and press the 'OK' button on the bottom right of the dialog box.

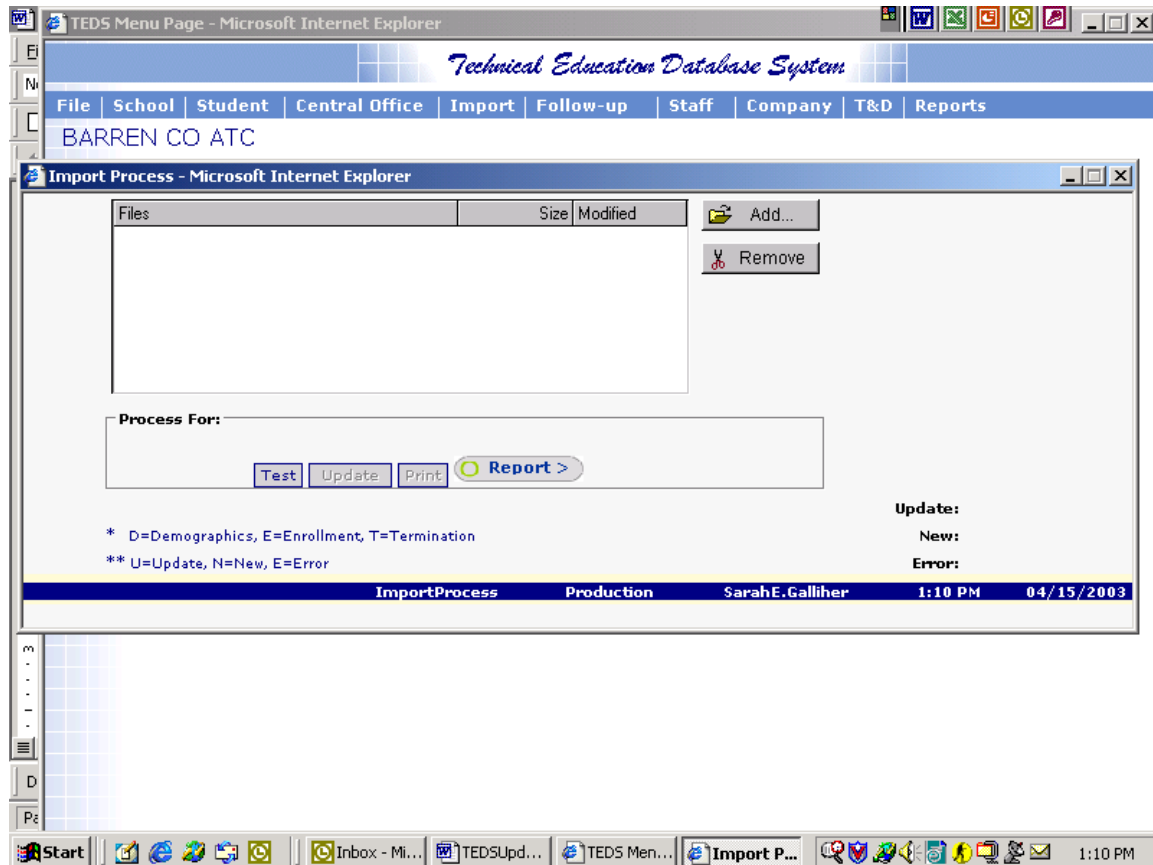


Figure 2

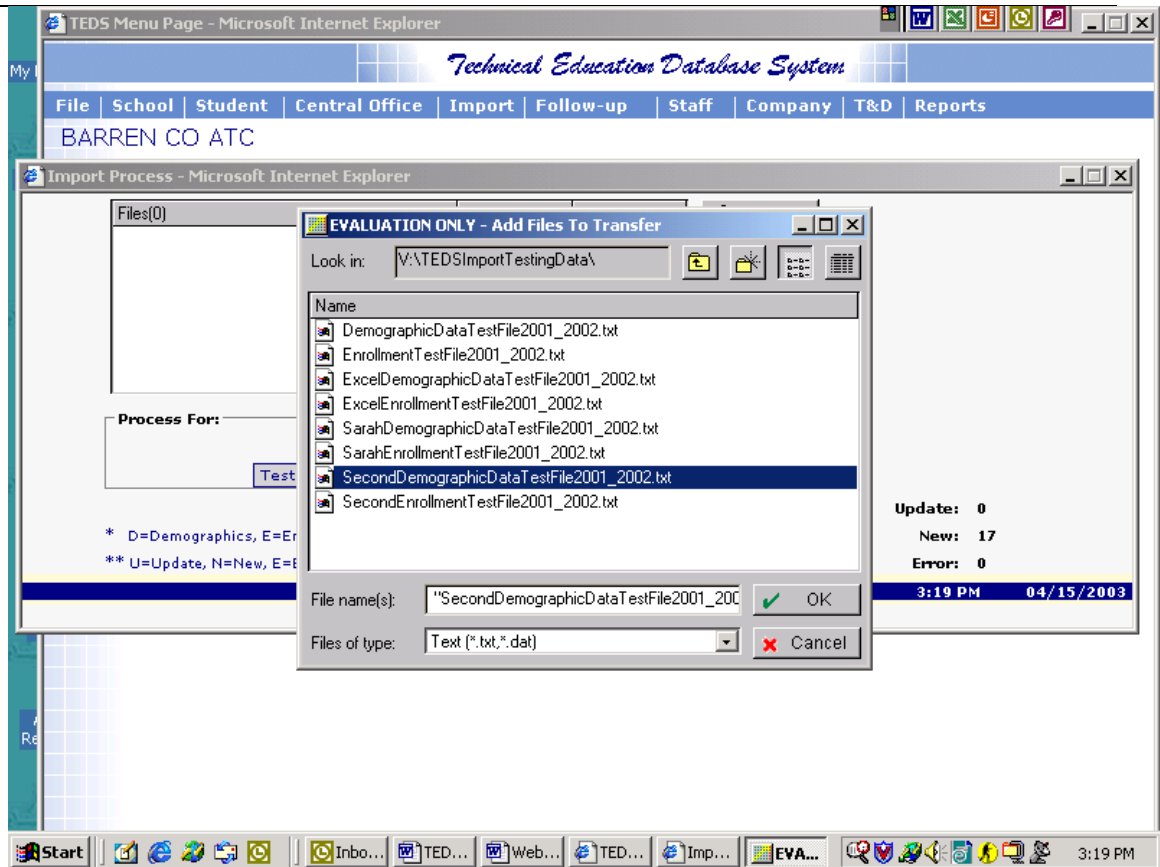


Figure 3

816Testing the Files

The file or files that you select will be displayed in the 'Files' box on the Import screen. The system will automatically test all of the files that you have listed in this box. It is easiest if you choose only the demographic file the first time. TEDS builds a temporary file containing both the new data being submitted and the demographic data already in TEDS as part of processing the demographic file. This step is necessary before the enrollment import file may be processed.

You can return to the Import screen without choosing a file by pressing the 'Cancel' button.

You must test each file prior to submitting it for update. Only the 'Test' button is operational in the 'Process For' frame of the screen. Pressing the 'Test' button will submit all of the files in the 'Files' box for testing.

TESTING THE DEMOGRAPHIC FILE

Once the name of the demographic file is shown in the Import Process dialog box, click on the Test button to begin testing the file.

A message box will appear which lets you know that the system is processing your test. See Figure 4. It will appear that the processing has finished within seconds **but it has not**. Depending on the size of the file, it may take some time for the test process to complete. Do not try to end the

testing process before it is finished. When the test is completed, the statistics for the run will be displayed on the lower right corner of the screen, giving the number of records for Update, New, and Error. See Figure 5. **Do not end the process before the numbers are displayed.**

Once the demographic data until it is as clean as possible, run the import process again using the 'submit' button rather than the 'test' button. The temporary demographic table containing both current TEDS demographic data and the data in the demographic import file will then be retained until the data on the enrollment import file has been submitted.

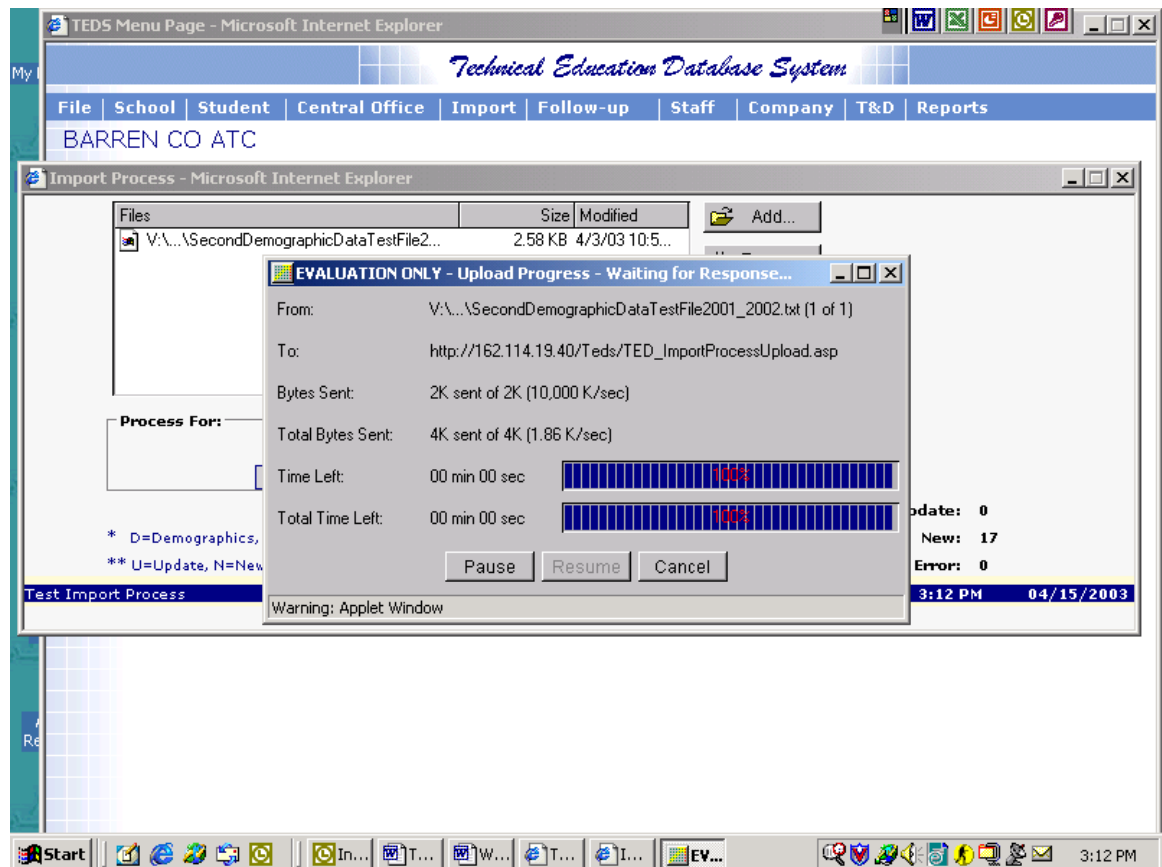


Figure 4

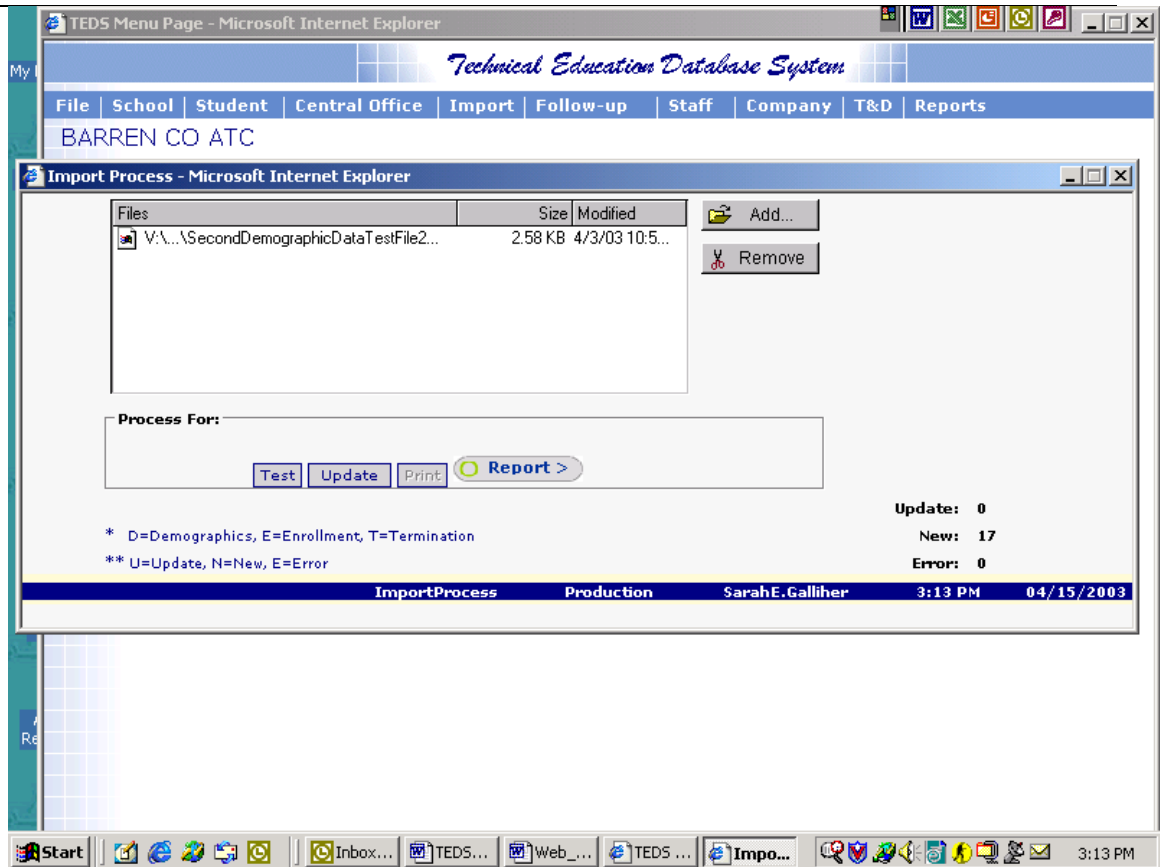


Figure 5

VIEWING THE DEMOGRAPHIC TEST RESULTS REPORT

You may see a full report of your test by pressing the 'Report' button. Print the report by clicking the printer icon to send it to the local printer.

The report will list the following for each record in the import file being tested:

Index - A number TEDS uses to track the records during import

File Type - D for demographic file

First Name -

Last Name -

SSN -

School # - 9 digit number uniquely identifying each school. The school numbers are part of the institution information maintained by state TEDS administrators.

Message - The results for that particular record.

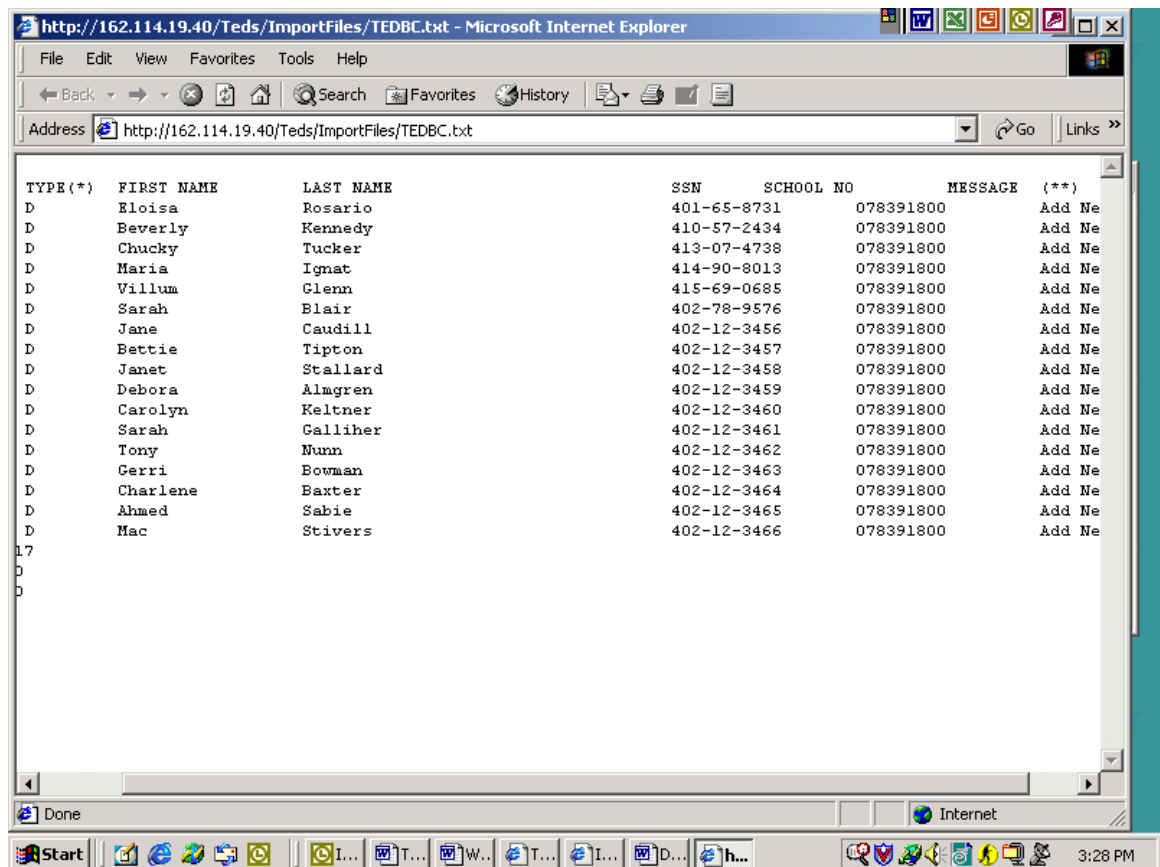
Add New - The record passed these basic edits and would be added to TEDS during the overnight update process.

Already Exists As - A demographic record is already in TEDS using the SSN assigned to this student on your import file. The record will not be accepted as is.

Does Not Have A Matching Enrollment Record – A record on the import demographic file does not have a matching record in the import enrollment file. Demographic records are not accepted unless there is an enrollment record for the student on the import file.

(Data field name) Is Required – There is no data in the import record for a required field. Example: Date of Birth is required.

Other errors messages may be listed. If the meaning of the error message is unclear, contact your state TEDS administrator.



TYPE(*)	FIRST NAME	LAST NAME	SSN	SCHOOL NO	MESSAGE (**)	
D	Eloisa	Rosario	401-65-8731	078391800	Add Ne	
D	Beverly	Kennedy	410-57-2434	078391800	Add Ne	
D	Chucky	Tucker	413-07-4738	078391800	Add Ne	
D	Maria	Ignat	414-90-8013	078391800	Add Ne	
D	Villum	Glenn	415-69-0685	078391800	Add Ne	
D	Sarah	Blair	402-78-9576	078391800	Add Ne	
D	Jane	Caudill	402-12-3456	078391800	Add Ne	
D	Bettie	Tipton	402-12-3457	078391800	Add Ne	
D	Janet	Stallard	402-12-3458	078391800	Add Ne	
D	Debora	Almgren	402-12-3459	078391800	Add Ne	
D	Carolyn	Keltner	402-12-3460	078391800	Add Ne	
D	Sarah	Galliher	402-12-3461	078391800	Add Ne	
D	Tony	Nunn	402-12-3462	078391800	Add Ne	
D	Gerri	Bowman	402-12-3463	078391800	Add Ne	
D	Charlene	Baxter	402-12-3464	078391800	Add Ne	
D	Ahmed	Sabie	402-12-3465	078391800	Add Ne	
D	Mac	Stivers	402-12-3466	078391800	Add Ne	

Figure 6

TESTING THE ENROLLMENT FILE

Follow the steps to identify the location of the enrollment import file. Once the name of the enrollment file is shown in the Import Process dialog box, click on the Test button to begin testing the file. TEDS will compare the records in the temporary demographic table created when the demographic import file was submitted to the records on the enrollment import file.

A message box will appear which lets you know that the system is processing your test. See Figure 4. Depending on the size of the file, it may take some time for the test process to complete. Do not try to end the testing process before it is finished. When the test is completed, the statistics for the run will be displayed on the lower right corner of the screen, giving the number of records for Update, New, and Error. See Figure 5. **Please do not exit the process before the number of records has been displayed.**

Test the data until it is as clean as possible before submitting the files to update the TEDS data.

VIEWING THE ENROLLMENT TEST RESULTS REPORT

You may see a full report of your test by pressing the 'Report ' button. Print the report by clicking the printer icon to send it to the local printer. See Figure 7.

The report will list the following for each record in the import file being tested:

Index - A number TEDS uses to track the records during import

File Type – D for demographic file, E for enrollment file

First Name –

Last Name –

SSN –

School # - 9 digit number uniquely identifying each school. The school numbers are part of the institution information maintained by state TEDS administrators.

CIP – Number identifying an individual occupational program

Message – The results for that particular record.

Add New - The record passed these basic edits.

Already Exists As – A demographic record is already in TEDS using the SSN assigned to this student on your import file. The record will not be accepted as is.

Does Not Have A Matching Enrollment Record – A record on the import demographic file does not have a matching record in the import enrollment file. Demographic records are not accepted unless there is an enrollment record for the student on the import file.

Program (CIP Code) does not exist – The CIP Code contained in the enrollment import record 1) has not been assigned to the school and/or 2) the program section screen has not been completed for that CIP Code.

http://162.114.19.40/Teds/ImportFiles/TEDBE.txt - Microsoft Internet Explorer

Address: http://162.114.19.40/Teds/ImportFiles/TEDBE.txt

FIRST NAME	LAST NAME	SSN	SCHOOL NO	CIP CODE	MESSAGE
Eloisa	Rosario	401-65-8731	078391800	51.1601	The Student or
Beverly	Kennedy	410-57-2434	078391800	52.0201	The Student or
Chuck	Tucker	413-07-4738	078391800	20.0202	The Student or
Maria	Ignat	414-90-8013	078391800	51.1601	The Student or
Villum	Glenn	415-69-0685	078391800	47.0303	The Student or
Sarah	Blair	402-78-9576	078391800	51.1601	The Student or
Jane	Caudill	402-12-3456	078391800	51.1601	The Student or
Bettie	Tipton	402-12-3457	078391800		
Janet	Stallard	402-12-3458	078391800		
Debora	Almgren	402-12-3459	078391800		
Carolyn	Keltner	402-12-3460	078391800		
Sarah	Galliher	402-12-3461	078391800		
Tony	Nunn	402-12-3462	078391800		
Gerri	Bowman	402-12-3463	078391800		
Charlene	Baxter	402-12-3464	078391800		
Ahmed	Sabie	402-12-3465	078391800		
Mac	Stivers	402-12-3466	078391800		

Figure 7

817Update/Submission

When satisfied that your file will run as expected, click the 'Update' button. This will submit the file to the TEDS temporary table for processing later at night. A message box will be displayed asking if you are certain that you want to update the data. Click OK only if you are sure. Once you submit the file, there is no way to prevent the updates being run. Be certain that you want to make the submission before you press the button. See figure 8.

When you submit a demographics file for update, those records become available for testing your enrollment import file. The approved student records will be treated as if those records were already in the production database when you run the enrollment import file through its tests.

Remember that you cannot have a student enrollment record without a matching student demographic and you cannot have a student demographic record without a matching enrollment record. For example: A demographic file with 100 new students on it may appear to have been accepted during the testing and update phases of the import process. But if 100 enrollment records are not submitted for those students prior to the nighttime update then all of the 100 demographic records will be kicked out because there was no matching enrollment record.

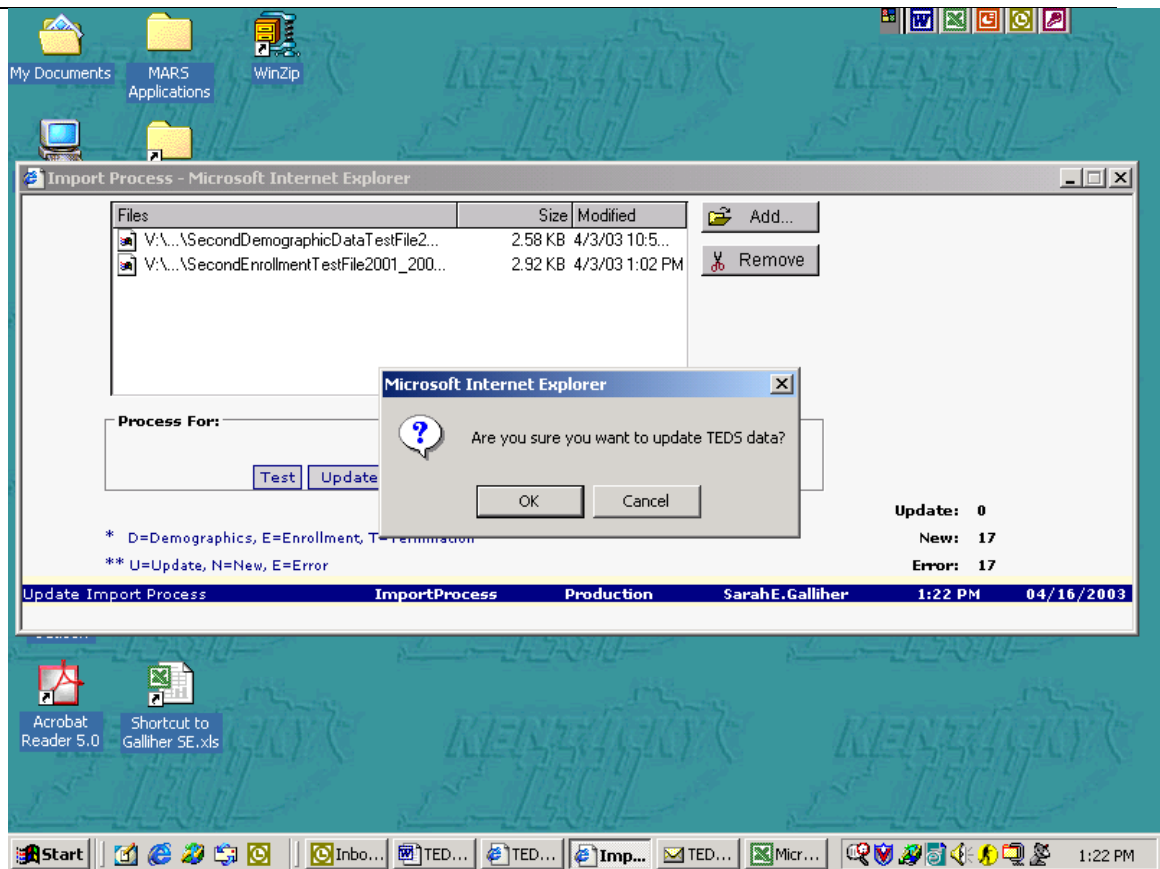


Figure 8

818Reviewing the Results of the Update

You may see the results of the nighttime run by looking at the reports list for your school.

To see a report of the batch process, select 'Import Results' from the 'Student' Main Menu item. The reports are listed by school. The school name and number, file type (D=demographic, E=enrollment), the submission date, number of errors and number of successful records are listed for each report.

If you are responsible for importing the data of more than one school then you will see multiple schools in this list. Select a report to view to see the results of that particular overnight run. See Figure 9.

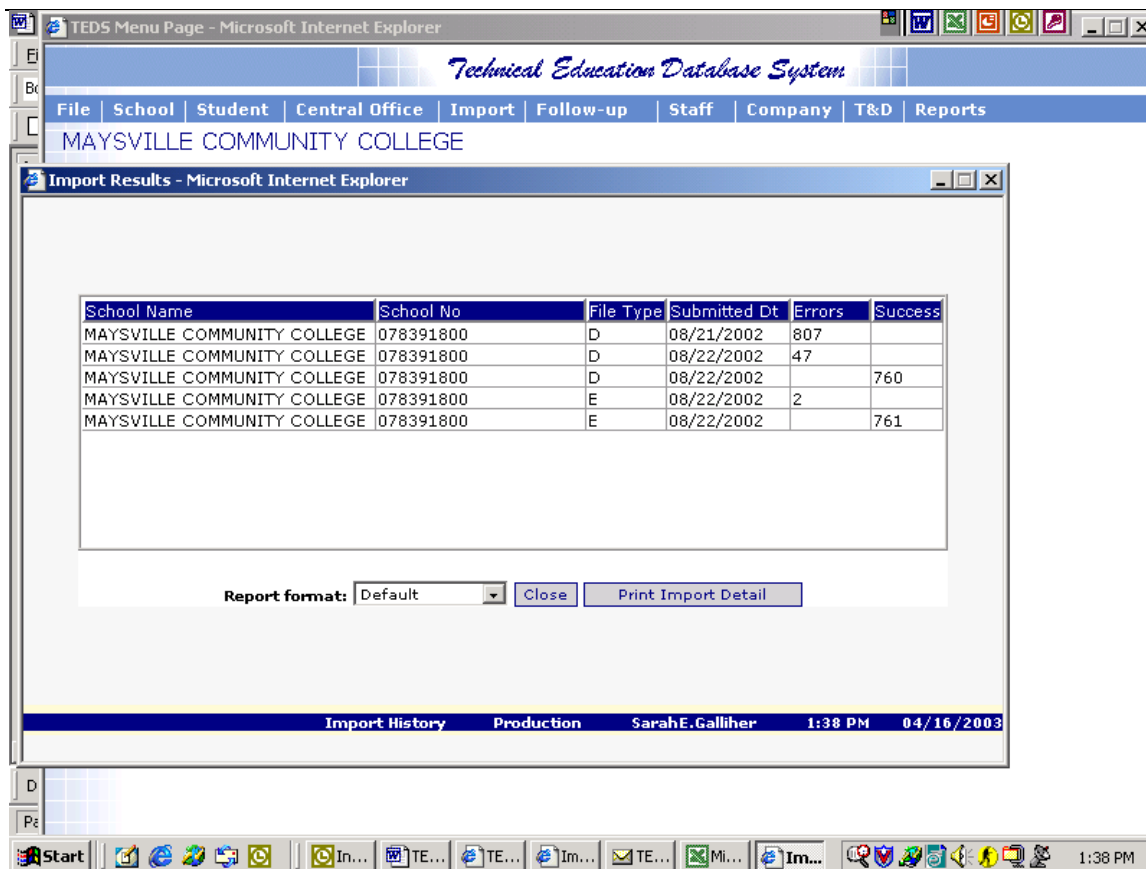


Figure 9

819Batch Reports

The results of the batch process may be different from the results of the Test and Update runs from the online process. This would be due to not being able to match each new demographic record with a new enrollment record during the actual update.

820Verify the Enrollment Data

Once the import process has been completed, it is the school's responsibility to verify that all students who were enrolled in your school during the current school year have enrollment information entered into TEDS. Any students whose enrollment record was not added to TEDS by either the import or rollover must have an enrollment record entered manually. If there have been any changes to the student data, such as termination statuses entered, verify that the information was transferred to TEDS as an update to the enrollment record.

- Print the Class List Report for all of your programs.**
- Verify that the data is complete and correct.**
- Allow the teachers to review the data for their program.**
- Retain the report as documentation.**

Chapter 9 FOLLOW UP

Student Follow-up

Six months after the school year ends, students who completed a career and technical program and graduated from the institution completion are contacted to determine how they transitioned to life after school. The Student Follow-up screen is used to input the students' responses about their current employment/ education/military status. When the former student responds 'employed in a field related to training', 'employed in a field not related to training', 'pursuing additional education' or 'military', additional information is entered. The additional information includes name of employer/company, military company/branch or educational institution where he/she is employed, number of hours worked and salary range. This information is one element of demonstrating the effectiveness of the instructional program.

It is necessary to generate the student follow-up forms, even if the school does not need a printed copy of the forms. The process that generates the follow-up forms also generates a blank follow-up record for each student and assigns a document number to the student's record. The document number is then used to enter the student's response into TEDS.

NOTE: The document ID number assigned to a particular student's follow-up letter will not match the document ID number assigned to an employer follow-up letter for the same student. It is not intended to match. There are many more student follow-up letters generated each year than employer follow-up letters. Click the Print Report button for a list of the follow-up letters and their corresponding document numbers for each type of follow-up.

915Generating Student Follow-up Forms

If your school conducts its follow-up process through another office in your school, it is not necessary to contact the student or employer for the same information a second time as long as the office has the documentation to confirm the information is complete, accurate and reliable. The follow-up data must contain the required information to report to the U.S. Department of Education. The info should be transferred to the Student Follow-up Form generated from TEDS and must be kept on file for at least five years.

The print process generates the follow-up letter and displays them on screen. It also assigns the document ID number used to enter the results into TEDS.

- Select Follow-up from the menu bar at the top of the screen.
- Select Follow-up Letters from the drop-down box.
- Click on the circle beside 'Student' to select it.
- Select the school year.
- Click on Print Letters.
- Click the printer icon to send the follow-up forms to the local printer.

Web-TEDS will generate a follow-up form for each student who was terminated as completing the program and graduating from the institution during the selected school year. The forms will be displayed on screen.

A summary report listing the student name, address and document number is also available from this screen. To generate the summary report:

- Select Follow-up from the menu bar at the top of the screen.
- Select Follow-up Letters from the drop-down box.
- Click on the circle beside 'Student' to select it.
- Select the school year.

-
- Click on Print Report.
 - The report will be displayed on screen.
 - Click the printer icon to send the summary report to the local printer.

916 Entering Student Follow-up Data

- Select Follow-up from the menu bar at the top of the screen.
- Select Follow-up Information from the drop-down box.
- Click on the circle beside 'Student' to select it.
- Select the school year.
- Enter the document number printed on the student follow-up form in the 'Document #' field.
- Hit the Tab to move the cursor from the Document # field.
- Click the Select button.
- The student's follow-up record will be displayed on screen.

Information about the student is displayed in the top section of the screen. This information cannot be changed on the follow-up screen.

The middle section of the form is employment/company information. If the student has provided information about the company where he/she is employed, enter the company name, address, phone number and contact person in the employment/company section.

- Click on the 'Company' button.
- Enter the name of the company in the 'Search' field.
- Click 'Search'.
- If the name of the company is shown on screen:
 - Highlight the name of the company.
 - Click the 'Return Company' button to return to the previous screen.
 - The company information will be displayed on the Student Follow-up screen.
- If the company name is not shown on screen:
 - See Chapter 10/Company Menu for instructions on entering data for a new company.

The student's employment data is entered in the bottom section of the data entry screen.

- Select the student's response from the 'Employment Status' drop-down box.
- If provided, enter the 'Salary Amount'.
- Indicate if the salary is for a week, month or year.
- If provided, enter the 'Hours Worked Per Week'.
- Save the record.

Employer Follow-up

The Employer Follow-up screen is used to input the employer's response concerning the effectiveness of the technical training the student received. This is the second step in the student follow-up procedures. Student Follow-up Questionnaire responses must have been entered into TEDS on the Student Follow-up screen prior to generating the Employer Follow-up Survey forms. Employer Follow-up Questionnaires are sent to employers of former students who responded they were "employed in a field related to training" or "employed in a field not related to training". Instructions for printing the student or employer follow-up forms are found under "Generate Follow-ups Screen".

The Employer Follow-up Survey provides important information for program assessment. The information is used as aggregate data within each program. Employers' responses are not recorded by the individual students' names. The name of the employee (former student) is not printed on the form itself. A cover letter should accompany the survey form, explaining the purpose of the survey, identifying the employee as a former student, and asking the employer to complete the survey. Instructions for completing the survey are included in the letter.

TEDS assigns the "document ID" number when the form is generated and prints it on the form.

915 To print the employer questionnaires:

- Select Follow-up from the menu bar at the top of the screen.
- Select Follow-up Letters from the drop-down box.
- Click on the circle beside 'Employer' to select it.
- Select the school year.
- Click on Print Letters.
- Web-TEDS will generate a follow-up form for the employer of each former student who responded to the student follow-up process as 'employed in a field related to training' or 'employed in a field not related to training' during the selected school year. The forms will be displayed on screen.
- Click on the printer icon to send the follow-up forms to the local printer.

916 To generate the summary report:

- Select Follow-up from the menu bar at the top of the screen.
- Select Follow-up Letters from the drop-down box.
- Click on the circle beside 'Employer' to select it.
- Select the school year.
- Click on Print Report.
- The report will be displayed on screen. Click the printer icon to send the summary report to the local printer.

917 Entering Employer Follow-up Data

- To enter the employer's responses to the follow-up survey:
- Select Follow-up from the menu bar at the top of the screen.
- Select Follow-up Information from the drop-down box.
- Click on the circle beside 'Employer' to select it.
- Select the school year.
- Enter the document #.
- Click Select.
- Enter the employer follow-up data.

Data Fields**Document Information**

The information for the data fields in this box is printed on the "Employer Follow-up Form". When the document ID number is selected, TEDS will display this information onscreen.

There are three groups of data fields to record the employer's response. Under the employer will indicate his assessment of the former student's performance in each area by marking each item in the category with an "A" or "I". The employer will indicate a number rating between 1 and 5 in the 'Overall' data fields.

- Overall Technical Knowledge
 - Enter the employer's responses for "job knowledge", "equipment operation" and "basic skills".
 - Enter a number between 1 and 5 for the 'overall' field.
- Overall Work Attitude
 - Enter the employer's responses for "accepts responsibility", "punctuality", "works w/o (without) supervision", "willing to improve", "cooperates w/co-workers", "complies w/mngt" and "work attendance".
 - Enter a number between 1 and 5 for the 'overall' field.
- Overall Rating
 - Enter the value listed by the employer for each type of rating: "work quality", "work quantity" and "overall rating". Values must be numeric and between 1 and 5.
- Save the record.

918To delete a student's employer follow-up record:

- Select Follow-up from the menu bar at the top of the screen.
- Select Follow-up Information from the drop-down box.
- Click on the circle beside 'Employer' to select it.
- Select the school year.
- Enter the document # to be deleted.
- Click the button.
- Click 'ok' to verify the record should be deleted.

Retention Follow-up

The Retention Follow-up, measuring retention in a positive placement for postsecondary students, is the last step in the follow-up process. Retention follow-up data is not required for secondary students. One year after the postsecondary student completes the program and is positively placed, he/she is contacted again to see if the employment/education status of the student has changed or remains the same. The form closely resembles the Student Follow-up form. If the former student responds 'employed in a field related to training' or 'employed in a field not related to training', 'continuing education' or 'military', information is entered. The information includes name of military company/branch, educational institution or employer/company, where he/she is employed, number of hours worked and salary. Comparison of the responses to the Student Follow-up and Retention Follow-up provides information used for federal and state accountability and program assessment.

Responses to the Retention Follow-up are entered using the Retention Follow-up screen.

Printing the retention follow-up forms will also generate a blank follow-up record to enter the retention data for each student.

915To generate the retention follow-up forms:

- Select Follow-up from the menu bar at the top of the screen.
- Select Follow-up Letters from the drop-down box.
- Click on the circle beside 'Retention' to select it.
- Select the school year.
- Click on Print Letters.

Web-TEDS will generate a follow-up form for each student who responded to the student follow-up questionnaire as 'employed in a field related to training', 'employed in a field not related to training', 'military' or 'pursuing additional education'.

- The forms will be displayed on screen.
- Click the printer icon to send the follow-up forms to the local printer.
- A summary report listing the student name, address and document number is also available from this screen.

916To generate the summary report:

- Select Follow-up from the menu bar at the top of the screen.
- Select Follow-up Letters from the drop-down box.
- Click on the circle beside 'Retention' to select it.
- Select the school year.
- Click on Print Report.
- The report will be displayed on screen.
- Click the printer icon to send the summary report to the local printer.

917Entering Retention Follow-up Data

- Select Follow-up from the menu bar at the top of the screen.
- Select Follow-up Information from the drop-down box.
- Click on the circle beside 'Retention' to select it.
- Select the school year.

-
- Enter the document number printed on the retention follow-up form in the 'Document #' field.
 - Hit the Tab to move the cursor from the Document # field.
 - Click the Select button.
 - The student's retention follow-up record will be displayed on screen.
 - Enter the retention data.
 - Save the record.

Information about the student is displayed in the top section of the screen. This information cannot be changed on the retention follow-up screen.

The middle section is employment/company information. If the student has provided information about the company where he/she is employed, enter the company name, address, phone number and contact person in this section.

The student's status is entered in the bottom section of the screen.

- Select the student's response from the 'Employment Status' drop-down box.
- If provided, enter the 'Salary Amount'.
- Indicate if the salary is for a week, month or year.
- If provided, enter the 'Hours Worked Per Week'.
- Save the record.

918To delete a student's retention follow-up record:

- Select Follow-up from the menu bar at the top of the screen.
- Select Follow-up Information from the drop-down box.
- Click on the circle beside 'Retention' to select it.
- Select the school year.
- Enter the document # to be deleted.
- Click the button.
- Click 'ok' to verify the record should be deleted.

Chapter 10 STAFF MENU

Assign Staff to School

Note: Only teachers are entered on this screen. Userids for those who need access to the TEDS system are assigned by the TEDS administrator in Frankfort.

Chose the Staff-to-Institution selection from the Staff menu on the main menu. The functions of the screen are to:

- Display the teachers that have been assigned to the school
- Set a start and end date for the period that the teacher is assigned to the school
- Display the teachers that are no longer assigned to the school
- Allow new teachers to be assigned to the school from the TEDS Staff database
- Filter the list of available teachers from the TEDS Staff database to limit the size of the list
- Maintain the data for the staff assigned to the school
- Add New teachers to the TEDS Staff database

Display Teachers Assigned to the School

The list on the right side of the screen shows the teachers that have been selected for the school in the box titled 'Selected Staff'. This list should be populated as soon as the screen is brought up. If the list is empty, it will display as a narrow window. The width of the window increases with the length of the names of the staff.

Set Start and End Dates

When a teacher is assigned to a school, the start date defaults to the current date and the end date defaults to 12/31/9999. When a teacher leaves the school, you need to change the End Date field to the appropriate value. This provides teacher history appropriate to program sections in previous years current program sections.

Display Former Teachers

When teachers are given an End Date, they will no longer be displayed in the Selected Staff list. You will be able to see their names in the Inactive Staff list as an indication that they were once assigned to the school.

TO PLACE A TEACHER ON THE INACTIVE LIST:

- Highlight the name of the teacher in the 'Selected Staff' box.
- Enter the date the teacher becomes inactive as the 'End Date'.
- Save the record.

TO REINSTATE A TEACHER TO ACTIVE STATUS:

- Highlight the name of the teacher in the 'Inactive Staff' box.
- Highlight and delete the inactive date in the 'End Date' field.
- Save the record.

1016Assign New Teachers

The list on the left side of the screen titled Available Staff will display the teachers who have been entered in the TEDS database. Since the staff database is very large, the entire list cannot be displayed at the same time. To do this over an Internet connection would tie up your terminal and be an inefficient way to process.

You can display a subset of teachers by filtering the list by the teacher last name. You must type in one or more letters in the Last Name field then press the 'Display' button. The teachers whose last name begins with the entered letters will be displayed in the Available Staff list. Highlight the

desired teacher's name with a single left-click of the mouse. Press the 'Add Selected' button to copy the teacher's name from the Available list to the Selected list. The Start and End date will automatically be filled in.

Maintain Staff Data

A teacher must be assigned to the school before personal data can be viewed or edited. Double click on any teacher's name in the Selected Staff list to bring up the Staff Maintenance screen. Any field in the maintenance screen may be edited. Press the 'Add Contact' button to supply information about an emergency contact for the teacher.

1017Add New Staff to the TEDS Database

If a teacher has not been entered in the TEDS database press the 'Add New' button to add that person. This will bring up the Staff Maintenance screen with no fields completed. You are required to supply the teacher's name and SSN in order to be able to save the new record. When you press the 'Save' button, this teacher will automatically be added **both** to the TEDS Staff database as well as your school's staff list. Aggregate staff data is necessary for civil rights compliance reports.

NOTE: To assign a staff person as teacher of a particular program section, see Chapter 5.2.8/Staff Selection Screen.

Chapter 11 COMPANY MENU

Maintain Company Data

The company maintenance screen is reached by selecting 'Company Search' from the 'Company' selection on the main menu. The company search screen is initially blank. There are hundreds of company records in the system and trying to display them all in a list when the screen is selected would slow down the system response time.

1115 Searching for Companies

The 'Name' search criteria works as a filter to cause a selected number of records to be displayed. You can find a company by searching by all or part of its name. This search field uses a 'starts with' method of search. That means that if you type only a 'W' into the name field, the system will display all companies that **begin** with the letter 'W'. You may narrow down the search by supplying as much of the company name as you know. For example, you may type the letter 'W' then press the 'Search' button. You will see all of the Waffle Houses, Wal Marts, Wendys, and Winn Dixies in the system. If you just want to see the Wal Marts then type in 'Wal', then press the 'Search' button. If you supply too much data, you might miss your company. For example, Wal Mart is in the system as 'Wal Mart', 'WalMart', and 'Wal-Mart'. If you type in one of these versions then you will miss the other two. If you type in just 'Wal', then all of the varieties will be displayed.

1116 Editing Company Data

Once you have found the company that you are looking for, you may edit its data by highlighting the entry on the list with a single left-click of the mouse. Then press the 'edit' button at the bottom of the screen. The maintenance screen contains information about the company such as size, address, contact name and address, and the company's relationship to the school. The **company name, address and phone number** are required fields. That means that you cannot add a new company, nor edit an existing company without supplying that information.

1117 Adding a New Company

If the company that you are looking for is not on the TEDS database, then you may add it to the system by pressing the 'Add New' button at the bottom of the search screen. The Company name, address and phone number are highlighted in yellow meaning that you have to supply that information before you can save the new record.

Company Information

- Name – Name of company (required)
- Federal ID – Number assigned by federal agency to identify exact location of a company
- Professional (Y/N) – Entered for T & D company relationships only.
- Size – Based on number of employees (1-100; 101 to 499; 500+)
- Phone – Company phone number
- Fax – Company fax number
- Relationship – Type of business relationship between the school and company. This field is used to edit which companies are displayed on certain screens. Example: Only companies listed with a 'graduate employer' relationship to schools will be displayed in the company data for student follow-up.
 - Advisor/Craft Committee – Company representative serves as a technical advisor to a program at the school
 - Co-op Employer – Company hires the school's co-op students
 - Contributor/Donor – Company provides equipment, money etc. to programs at the school
 - Graduate Employer – Company hires graduates of the school's programs

-
- School Partner –
 - T & D – Company uses customized training and development programs taught by the school

When you have finished keying the information about that company, press the 'Save' button to add the record to the database. If you have more than one new company to add, you can press the 'Add New' button again to get a fresh record for a new company.

NOTE: A school may have multiple relationships with the same company and have a different contact person for each relationship. For example, the company may donate equipment and also hire graduates. To enter multiple relationships with the same company:

- Add the company information to TEDS, listing one of the relationships.
- Save the record.
- Search for the name of the company.
- Highlight the name of the company.
- Click Select.
- Click on the arrow beside Company Relationship.
- Select the second relationship between the school and company.
- Enter the Contact Information for the second relationship.
- Save the record.

Always press the 'Save' button before pressing 'Add New' to begin entering data for another new company. If you press the 'Add New' button before you save the information for the company that you are currently adding, you will see a pop-up messages saying 'Adding a new item will lose any current unsaved information. Do you want to continue?' Press the 'Cancel' button to return to the screen that you were working on. Press the 'Save' button in order to save the record to the database. If you press the 'OK' button, you will be given an empty screen for entering data about the next new company. You would lose everything that you had not saved from the previous company you were entering into the system. Even if you press the 'Save' button immediately prior to pressing the 'Add New' button, you will still receive the message, just as a reminder to save your work before moving to another function.

Chapter 12 TRAINING AND DEVELOPMENT

Business and Industry programs represent short-term program training provided by KY Tech as requested by business and industry. These programs are customized to fit the needs of business and industry and dedicated to their requests.

Only Training and Development programs are entered into TEDS using the T & D screens. See Chapter 5.2.9/Aggregate Data Screen for entering other short-term training/continuing education.

Only users with 'Training and Development' access assigned to their userids may access the Training and Development screens. Users with T & D access will receive a copy of the rest of Chapter 11/Training and Development containing instructions for working with the T & D screens.

If located at a secondary technical education facility, questions concerning T & D data should be directed to Stan Carton at (502) 564-4286 or (502) 330-7147 (cell phone). He may also be contacted by email at StanX.Carton@mail.state.ky.us.

NOTE: Post-secondary institutions offering Training and Development programs should address any questions concerning data reporting to their T & D administrator. Post-secondary institutions are not required to enter T & D data into TEDS but may do so if desired.

Chapter 13 REPORTS

Numerous reports will be added to this menu option as their programming is completed. The first steps for printing all reports are the same. To print a report:

- Select 'Reports' from the Main Menu.
- Select 'Institution Reports' from the drop-down box.
- From the 'Select Report' screen:
 - Select the report to be printed from the Report drop-down box.
 - The 'Agency' option will not be available to schools. It is for Central Office use only.
 - If your userid has access to more than one school, select a working school from the 'Institution ' drop-down box. If you have access to only one school, the school will be automatically selected.
 - Select the school year for the report from the 'Year' drop-down box.
 - Click Next.

The Report Options screen for the selected report will be displayed. Individual instructions for each report are provided in this chapter of the manual. Reports already included in TEDS are:

- Class List
- Program Enrollment
- Statistical
 - Termination Status
 - Special Populations
 - Disability
 - Disadvantage
 - Employment Status
 - Attend Hours
- Completion
- Home School
- Duplicate Fed Ind
- Staff Listing
- Student Organizations
- GPA Report
- (KDE) Performance Measures
- O*Net Titles
- Credentials Earned
- Aggregate Summary
- Retention Follow-up
- Compare Enrollments

1Class List Report

The Class List report has been designed to allow maximum flexibility in printing reports. The arrows beside the field names indicate a drop-down box containing set values from which the user may choose. The values selected from the drop-down boxes will be the selection criteria for the report. The person requesting the report may select any value in the drop-down boxes in any combination. This provides the capability of printing reports containing information required for a specific need.

The top area of the report containing the fields with drop-down boxes is used to select which students will be included in the report. Only students whose data matches the selection criteria will be included in the report. You must select something from each of the drop-down boxes. If you want every student in the school for a particular school year, select 'all' from each of the drop-down boxes. If you want a particular sub-group of students for a particular school year, choose the value from each box that will include only those students. You may use a combination of 'all' and other values to narrow down the selected group of students.

Institution

Select the school for which the report should be printed. If the person requesting the report has access to only one school's data, the 'institution' option will not be displayed and the report will be printed using the data from the school to which the requester has access. If the person has access to multiple schools, the option to select a school will be available.

Effective Year

The school year for which the report is to be printed.

Dupe/Non Dupe

A duplicate (dupe) count report includes a student under each program in which he/she enrolled during the selected school year, even if the student enrolled in multiple programs. A non duplicate count report will include each student only once, even if the student was enrolled in more than one program during the school year. The multiple enrollment student will be included in the data for the program in which 'Federal Reporting' has been checked. The 'Federal Reporting' indicator is on the enrollment screen. Only one program at a time may have a check in the 'Federal Reporting' indicator and may be changed as needed.

Select 'Dupe' in this field if student data should be included under each program in which the student is enrolled during the selected school year. Select 'Non Dupe' if you want each student to be included in the report only once.

NOTE: Enrollment reports generated in TEDS are based on program enrollment. A student is counted once per program enrollment if the report is produced as 'duplicated' count. A student is counted only once in the program in which the Federal Report indicator is checked if the report is produced as 'non-duplicated' count.

Program (Name)

If you want to include the data for every program taught at your school, select 'all'. If you want to produce a report for only one program at your school, scroll down and select the

Program Level

The program level refers to the education level of the program. Most schools provide only one level of programs, either secondary or post-secondary and would select 'all' for this field. Some schools teach both secondary and post-secondary programs. These schools would select 'all' to include both secondary and post-secondary program names.

in the report. Select either 'secondary' to include only secondary programs or 'post-secondary' to include only post-secondary programs in the report. 'Continuing education', 'apprenticeship', 'regulatory' and 'upgrade' are other program levels available for printing.

Program Definition

The 'program definition' refers to whether the program provides the opportunity for students to earn a credential if they finish the program. Students may earn a credential (program certificate, program diploma, associate degree) by enrolling in and completing a 'preparatory' program. 'Exploratory' activities are usually short-term, community education, upgrade or provide a sampling of several programs and do not provide the opportunity for completing a program and a credential. Select 'all' to include both preparatory and exploratory programs at your school. Select either preparatory or exploratory to include only those program sections.

Section

A section is an individual group or list of students in a program or activity. Many schools enter the data for their students into one section per program. Some schools need to separate groups of students and use multiple sections. Select 'all' to include the students in every program section or choose an individual section number.

Student Objective

Students are enrolled in preparatory programs as either 'preparatory' or 'exploring'. If you wish to include both preparatory and exploring students in the report, select 'all'. If you wish to include only preparatory or exploring students in the report, select that value from the drop-down box.

Termination Status

If you wish to include students who have exited programs during the selected school year as well as students who are still enrolled, choose 'all' from the drop-down box. If you wish to include only students with one particular termination status, select that status from the drop-down box.

NOTE: If you wish to include all termination status codes included in the groupings completers, leavers or transfers, select 'completers', 'leavers' or 'transfers' from the drop-down box. The termination status codes for each grouping are as follows:

Completers

Completer
Completed secondary part of 2+2
Completer and HS grad
Secondary to postsecondary

Leavers

Leaver
Left program without completing or graduating
Early leaver with marketable skills

Transfers

Transfer
Completed tech/finishing academic
Delayed return to secondary program

Education Level

Select 'all' to include all secondary grade levels and any post-secondary students enrolled at your school in the report. Select 'post-secondary' to include only post-secondary students. Choose the individual grade level for secondary students (12th grade for only seniors etc.) or high school for grades 9-12 inclusive. Secondary includes grades 7-12.

Available Report Columns

A column is a data field that can be printed on the Class List report. Depending on the length of the data field, approximately 14 columns will print on a page. Some fields are longer than average and will reduce the number of columns that can be printed on the report. Disability and disadvantage are examples of the longer fields.

Selected Report Columns

The columns that have been selected to print on the report are shown in this box. The columns most often included on this report are pre-selected. You may add/remove columns to the 'Selected Report Columns' list.

To add columns to the report:

- Scroll down the 'Available Report Columns' box until the desired field is shown.
- Left click on the field name to highlight it.
- Click on the button with the arrows pointing toward 'Selected Report Columns'

To remove columns from the report:

- Scroll down the 'Selected Report Columns' box until the desired field is shown.
- Left click on the field name to highlight it.
- Click on the button with the arrows point toward 'Available Report Columns'.

Groups Shown and Order

This is the area to select the sorting and grouping for the report. The fields will be sorted in the order shown top-to-bottom in the blank box to the right. The largest group should be at the top of the list, the smallest group at the bottom. For example, to sort the students from your school by program section, select 'Institution', then 'Program Section'. A subtotal will be printed for each item included in the sort order.

To select a sort order for the report:

- Left click to select the largest group to be included on the report. Example: Institution
- Click on the arrows pointing toward the blank box.
- Select the next smallest group. Example: Program Area
- Click on the arrows pointing toward the blank box.
- Select the next smallest group. Example: Program Section
- Continue until each group to be sorted has been selected.

The blank box in the example would show:

Institution
Program Area
Program Section

The report would print like this:

School Name: Your School
Program Area: Business and Administration
Program Section: Accounting/Data Processing
 List of students with data
 Administrative Support Services
 List of students with data
 Entrepreneurship
 List of students with data
Program Area: Construction
Program Section (follows same breakdown as above)

Once you have selected something in each drop-down box at the top of the screen, selected the data fields to be printed and the sort order for the report, you are ready to compile and print the report.

Printing the Report:

- Click the 'Build Report' button to compile the report.
- The report will be displayed on screen.
- Click the printer icon to send the report to the local printer.
- Click the 'Cancel' button to exit the Class List Report option without printing the report.

2Enrollment Report

- Select 'Reports' from the Main Menu.
- Select 'Institution Reports' from the drop-down box.
- From the 'Select Report' screen:
 - Select Enrollment as the report to be printed from the Report drop-down box.
 - The 'Agency' option will not be available to schools. It is for Central Office use only.
 - If your userid has access to more than one school, select a working school from the 'Institution ' drop-down box. If you have access to only one school, the school will be automatically selected.
 - Select the school year for the report from the 'Year' drop-down box.
 - Click Next.
- The Report Options screen for the selected report will be displayed.

The reports in TEDS have been designed to allow schools maximum flexibility in printing reports. The arrows beside the field names indicate a drop-down box containing set values from which the user may choose. The person requesting the report may select any value in the drop-down boxes in any combination. This provides the capability of printing reports containing information required for a specific need.

Selection criteria fields are in the top left area of the report and have drop-down boxes used to select which students will be included in the report. You must select something from each of the drop-down boxes. If you want every student in the school for a particular school year, select 'all' from each of the drop-down boxes. If you want a particular sub-group of students for the school year, choose a value from each box that will include only those students. You may use a combination of 'all' and other values to narrow down the selected group of students.

A group of check boxes is displayed on the right side of the screen under 'student criteria'. Placing a check in one of these check boxes will create a report that includes only students who have data in that particular field and also meet the selection criteria listed in the drop-down boxes on the left side of the screen. For example: If a check has been placed in the 'disability' check box and 'all' was selected for each of the drop-down boxes, the subsequent report will include only students who have a disability listed in the disability field on the student enrollment screen. If 'preparatory' had been selected from the 'objective' drop-down box instead of all, the report in the example would print only preparatory students who have a value in the disability field.

Selection Criteria:

Institution

Select the school for which the report should be printed. If the person requesting the report has access to only one school's data, the 'institution' option will not be displayed and report will be printed using the data from the school to which the requester has access. If the person has access to multiple schools, , the option to select a school will be available.

Effective Year

The school year for which the report is to be printed.

Dupe/Non Dupe

A duplicate (dupe) count report includes a student under each program in which he/she enrolled during the selected school year, even if the student enrolled in multiple programs. A nonduplicate count report will include each student only once, even if the student was enrolled in more than one program during the school year. The multiple enrollment student will be included in the data for the program in which 'Federal Reporting' has been checked. The 'Federal Reporting' indicator is on the enrollment screen. Only one program at a time may have a check in the 'Federal Reporting' indicator and may be changed as needed.

Select 'Dupe' in this field if student data should be included under each program in which the student is enrolled during the selected school year. Select 'Non Dupe' if you want each student to be included in the report only once.

NOTE: Enrollment reports generated in TEDS are based on program enrollment. A student is counted once per program enrollment if the report is produced as 'duplicated' count. A student is counted only once in the program in which the Federal Report indicator is checked if the report is produced as 'non-duplicated' count.

Program (Name)

If you want to include the data for every program taught at your school, select 'all'. If you want to produce a report for only one program at your school, scroll down and select the appropriate program name.

Program Level

The program level refers to the education level of the program. Most schools provide only one level of programs, either secondary or post-secondary and would select 'all' for this field. Some schools teach both secondary and post-secondary programs. These schools would select 'all' to include both secondary and post-secondary programs in the report. Select either 'secondary' to include only secondary programs or 'post-secondary' to include only post-secondary programs in the report. 'Continuing education', 'apprenticeship', 'regulatory' and 'upgrade' are other program levels available for printing.

Program Definition

The 'program definition' refers to whether the program provides the opportunity for students to earn a credential if they finish the program. Students may earn a credential (program certificate, program diploma, associate degree) by enrolling in and completing a 'preparatory' program. 'Exploratory' activities are usually short-term, community education, upgrade or provide a sampling of several programs and do not provide the opportunity for completing a program and a credential. Select 'all' to include both preparatory and exploratory programs at your school. Select either preparatory or exploratory to include only those program sections.

Section

A section is an individual group or list of students in a program or activity. Many schools enter the data for their students into one section per program. Some schools need to separate groups of students and use multiple sections. Select 'all' to include the students in every program section or choose an individual section number.

Student Objective

Students are enrolled in preparatory programs as either 'preparatory' or 'exploring'. If you wish to include both preparatory and exploring students in the report, select 'all'. If you wish to include only preparatory or exploring students in the report, select that value from the drop-down box.

Termination Status

If you wish to include students who have exited programs during the selected school year as well as students who are still enrolled, choose 'all' from the drop-down box. If you wish to include only students with a particular termination status, select that status from the drop-down box.

Education Level

Select 'all' to include all secondary grade levels and any post-secondary students enrolled at your school in the report. Select 'post-secondary' to include only post-secondary students. Choose the individual grade level for secondary students (12th grade for only seniors etc.) or high school for grades 9-12 inclusive. Secondary includes grades 7-12.

Student Criteria:**Special Pops**

Click to place a checkmark in the box beside Special Pops if the report should contain data only for students who have any value in the Special Populations field on the Enrollment screen. This group would include all students who have 'single parent', 'single pregnant woman' or 'displaced homemaker' in the Special Populations field.

Single Parent

Click to place a checkmark in the box beside Single Parent if the report should contain data only for students who have 'single parent' in the Special Populations field on the Enrollment screen. This group would include only students who have 'single parent' in the Special Populations field.

Single Pregnant Woman

Click to place a checkmark in the box beside Single Parent if the report should contain data only for students who have 'single pregnant woman' in the Special Populations field on the Enrollment screen. This group would include only students who have 'single pregnant woman' in the Special Populations field.

Displaced Homemaker

Click to place a checkmark in the box beside Single Parent if the report should contain data only for students who have 'displaced homemaker' in the Special Populations field on the Enrollment screen. This group would include only students who have 'displaced homemaker' in the Special Populations field.

Disadvantage

Click to place a checkmark in the box beside Disadvantage if the report should contain data only for students who have a value of 'economic' in the 'disadvantage' field on the Enrollment screen.

Disability

Click to place a checkmark in the box beside Disability if the report should contain data only for students who have a value in the 'disability' field on the Enrollment screen.

Non-Trad Female

Click to place a checkmark in the box beside Non-Trad Female if the report should contain data only for students who are enrolled in a program non-traditional to females as identified by the U. S. Department of Labor. TEDS has been programmed to select the non-traditional programs automatically.

Non-Trad Male

Click to place a checkmark in the box beside Non-Trad Male if the report should contain data only for students who are enrolled in a program non-traditional to males as identified by the U. S. Department of Labor. TEDS has been programmed to select the non-traditional programs automatically.

LEP

Click to place a checkmark in the box beside LEP (limited English proficiency) if the report should contain data only for students who have a value in the 'LEP' field on the Enrollment screen.

Tech Prep

Click to place a checkmark in the box beside Tech Prep if the report should contain data only for students who have a check in the Tech Prep indicator on the Enrollment screen.

Pell Grant

Click to place a checkmark in the box beside Pell Grant if the report should contain data only for students who have a check in the Pell Grant box on the Sponsor By tab of the Enrollment screen.

504 Plan

Click to place a checkmark in the box beside '504 Plan' if the report should contain data only for students who have a value in the '504 plan' field on the Enrollment screen.

IEP

Click to place a checkmark in the box beside IEP if the report should contain data only for students who have a value in the 'IEP' field on the Enrollment screen.

Include Aggregate Data

Click to place a checkmark in the box beside Aggregate Data if data entered as totals on the Aggregate screen should be included with the regular enrollment data. Do not select 'Include Aggregate Data' if preparing the report for preparatory program data for funding or accountability reporting.

NOTE: Aggregate data cannot be unduplicated. Do not try to select 'non-duplicated' from the Dupe/Non-Dupe drop-down box and also 'Include Aggregate Data'. The two fields are incompatible and the report will not run if both are selected.

Groups Shown and Order

This is the area to select the sorting and grouping for the report. The fields will be sorted in the order shown top-to-bottom in the blank box to the right. The largest group should be at the top of the list, the smallest group at the bottom. For example, to sort the students from your school by program section, select 'Institution', then 'Program Section'.

To select a sort order for the report:

- Left click to select the largest group to be included on the report. Example: Institution
- Click on the arrows pointing toward the blank box.
- Select the next smallest group. Example: Program Area
- Click on the arrows pointing toward the blank box.
- Select the next smallest group. Example: Program Section
- Continue until each group to be sorted has been selected.

Format

Most TEDS reports can be formatted as standard TEDS reports, Excel worksheets or Word or PDF documents. The Format field defaults to the standard TEDS format for the report. If the report should be printed using another format, select the desired formatting style from the drop-down box.

Once you have selected something in each drop-down box at the top of the screen, selected the format and the sort order for the report, the report may be compiled, view onscreen and printed.

Printing the Report:

- Click the 'Build Report' button to compile the report.

-
- The report will be compiled and displayed on screen.
 - Click the printer icon to send the report to the local printer if a hard copy of the report is needed.
 - Click the 'Cancel' button to exit without printing the report.

3Statistical

There are several types of statistical reports. The selection criteria fields are the same regardless of the type of statistical report selected. The types of statistical reports available are:

1315Termination Status

Provides a breakdown of the number of students who exited by termination status. If you wish to see only the students who were terminated with a specific status, select the status from the drop-down box beside 'termination status' in the selection criteria. If you select one specific status from the drop-down box, the only students who will be included in the numbers on the report are the students who were terminated with that specific status. For example, if you select 'completer' in the drop-down box, only students with exactly 'completer' as a termination status will be included in the counts on the report. Students who were terminated with 'completer and hs grad', 'completer and not hs grad', 'completed secondary part of a 2+2 program' would not be included on the report in this example.

1316Special Populations

Provides a breakdown of the number of students who have been identified as a single parent, single pregnant woman or displaced homemaker by type of special population

1317Disability

Provides a breakdown of the number of students who have been identified as having a disability by disability type

1318Disadvantage

Provides a breakdown of the number of students who have been identified as having a disadvantage by type of disadvantage (economic, academic or both)

1319Employment Status

Provides a breakdown of the number of students who responded to the Student Follow-up by the type of employment status.

1320Attend Hours

Provides a breakdown of the number of students enrolled by the number of hours the student is scheduled to attend the program. The report counts students by half hour ranges, beginning at 0.5 and ending with 9.0.

To generate any of the statistical reports:

- Select 'Reports' from the Main Menu.
- Select 'Institution Reports' from the drop-down box.
- From the 'Select Report' screen:
 - Select Statistical as the report to be printed from the Report drop-down box.
 - The 'Agency' option will not be available to schools. It is for Central Office use only.
 - If your userid has access to more than one school, select a working school from the 'Institution ' drop-down box. If you have access to only one school, the school will be automatically selected.
 - Select the school year for the report from the 'Year' drop-down box.
 - Click Next.
- The Report Options screen will be displayed.

The reports in TEDS have been designed to allow schools maximum flexibility in printing reports. The arrows beside the field names indicate a drop-down box containing set values from which the user may choose. The person requesting the report may select any value in the drop-down boxes in any combination. This provides the capability of printing reports containing information required for a specific need.

The top area of the report containing the fields with drop-down boxes is used to select which students will be included in the report. You must select something from each of the drop-down

boxes. If you want every student in the school for a particular school year, select 'all' from each of the drop-down boxes. If you want a particular sub-group of students for a particular school year, choose the value from each box that will include only those students. You may use a combination of 'all' and other values to narrow down the selected group of students.

Selection Criteria

Institution

Select the school for which the report should be printed. If the person requesting the report has access to only one school's data, the 'institution' option will not be displayed and report will be printed using the data from the school to which the requester has access. If the person has access to multiple schools, the option to select a school will be available.

Effective Year

The school year for which the report is to be printed.

Dupe/Non Dupe

A duplicate (dupe) count report includes a student under each program in which he/she enrolled during the selected school year, even if the student enrolled in multiple programs. A non duplicate count report will include each student only once, even if the student was enrolled in more than one program during the school year. The multiple enrollment student will be included in the data for the program in which 'Federal Reporting' has been checked. The 'Federal Reporting' indicator is on the enrollment screen. Only one program at a time may have a check in the 'Federal Reporting' indicator and may be changed as needed.

Select 'Dupe' in this field if student data should be included under each program in which the student is enrolled during the selected school year. Select 'Non Dupe' if you want each student to be included in the report only once.

NOTE: Enrollment reports generated in TEDS are based on program enrollment. A student is counted once per program enrollment if the report is produced as 'duplicated' count. A student is counted only once in the program in which the Federal Report indicator is checked if the report is produced as 'non-duplicated' count

Program (Name)

If you want to include the data for every program taught at your school, select 'all'. If you want to produce a report for only one program at your school, scroll down and select the appropriate program name.

Program Level

The program level refers to the education level of the program. Most schools provide only one level of programs, either secondary or post-secondary and would select 'all' for this field. Some schools teach both secondary and post-secondary programs. These schools would select 'all' to include both secondary and post-secondary programs in the report. Select either 'secondary' to include only secondary programs or 'post-secondary' to include only post-secondary programs in the report. 'Continuing education', 'apprenticeship', 'regulatory' and 'upgrade' are other program levels available for printing.

Program Definition

The 'program definition' refers to whether the program provides the opportunity for students to earn a credential if they finish the program. Students may earn a credential (program certificate, program diploma, associate degree) by enrolling in and completing a 'preparatory' program. 'Exploratory' activities are usually short-term, community education, upgrade or provide a sampling of several programs and do not provide the opportunity for completing a program and a credential. Select 'all' to include both preparatory and exploratory programs at your school. Select either preparatory or exploratory to include only those program sections.

Section

A section is an individual group or list of students in a program or activity. Many schools enter the data for their students into one section per program. Some schools need to separate groups of students and use multiple sections. Select 'all' to include the students in every program section or choose an individual section number.

Student Objective

Students are enrolled in preparatory programs as either 'preparatory' or 'exploring'. If you wish to include both preparatory and exploring students in the report, select 'all'. If you wish to include only preparatory or exploring students in the report, select that value from the drop-down box.

Termination Status

If you wish to include students who have exited programs during the selected school year as well as students who are still enrolled, choose 'all' from the drop-down box. If you wish to include only students with a particular termination status, select that status from the drop-down box.

Education Level

Select 'all' to include all secondary grade levels and any post-secondary students enrolled at your school in the report. Select 'post-secondary' to include only post-secondary students. Choose the individual grade level for secondary students (12th grade for only seniors etc.) or high school for grades 9-12 inclusive. Secondary includes grades 7-12.

Report

Select the type of statistical report to be printed. Each statistical report will provide a line of data for each item in the Groups Shown and Order box. If Institution and Program are the only items listed in the box, the report will provide the statistical information requested for each program at the school and a school total. Available statistical reports are:

- Termination Status
- Special Populations
- Disability
- Disadvantage
- Employment Status
- Attend Hours

Student Criteria:

Special Pops

Click to place a checkmark in the box beside Special Pops if the report should contain data only for students who have any value in the Special Populations field on the Enrollment screen. This group would include all students who have 'single parent', 'single pregnant woman' or 'displaced homemaker' in the Special Populations field.

Single Parent

Click to place a checkmark in the box beside Single Parent if the report should contain data only for students who have 'single parent' in the Special Populations field on the Enrollment screen. This group would include only students who have 'single parent' in the Special Populations field.

Single Pregnant Woman

Click to place a checkmark in the box beside Single Parent if the report should contain data only for students who have 'single pregnant woman' in the Special Populations field on the Enrollment screen. This group would include only students who have 'single pregnant woman' in the Special Populations field.

Displaced Homemaker

Click to place a checkmark in the box beside Single Parent if the report should contain data only for students who have 'displaced homemaker' in the Special Populations

field on the Enrollment screen. This group would include only students who have 'displaced homemaker' in the Special Populations field.

Disadvantage

Click to place a checkmark in the box beside Disadvantage if the report should contain data only for students who have the value 'economic' in the 'disadvantage' field on the Enrollment screen.

Disability

Click to place a checkmark in the box beside Disability if the report should contain data only for students who have a value in the 'disability' field on the Enrollment screen.

Non-Trad Female

Click to place a checkmark in the box beside Non-Trad Female if the report should contain data only for students who are enrolled in a program non-traditional to females as identified by the U. S. Department of Labor. TEDS has been programmed to select the non-traditional programs automatically.

Non-Trad Male

Click to place a checkmark in the box beside Non-Trad Male if the report should contain data only for students who are enrolled in a program non-traditional to males as identified by the U. S. Department of Labor. TEDS has been programmed to select the non-traditional programs automatically.

LEP

Click to place a checkmark in the box beside LEP (limited English proficiency) if the report should contain data only for students who have a value in the 'LEP' field on the Enrollment screen.

Tech Prep

Click to place a checkmark in the box beside Tech Prep if the report should contain data only for students who have a check in the Tech Prep indicator on the Enrollment screen.

Pell Grant

Click to place a checkmark in the box beside Pell Grant if the report should contain data only for students who have a check in the Pell Grant box on the Sponsor By tab of the Enrollment screen.

504 Plan

Click to place a checkmark in the box beside '504 Plan' if the report should contain data only for students who have a value in the '504 plan' field on the Enrollment screen.

IEP

Click to place a checkmark in the box beside IEP if the report should contain data only for students who have a value in the 'IEP' field on the Enrollment screen.

Include Aggregate Data

Click to place a checkmark in the box beside Aggregate Data if data entered as totals on the Aggregate screen should be included with the regular enrollment data. Do not select 'Include Aggregate Data' if preparing the report for preparatory program data for funding or accountability reporting.

Groups Shown and Order

This is the area to select the sorting and grouping for the report. The fields will be sorted in the order shown top-to-bottom in the blank box to the right. The largest group should be at the top of the list, the smallest group at the bottom. For example, to sort the students from your school by program section, select 'Institution', then 'Program Section'.

To select a sort order for the report:

- Left click to select the largest group to be included on the report. Example: Institution
- Click on the arrows pointing toward the blank box.
- Select the next smallest group. Example: Program Area
- Click on the arrows pointing toward the blank box.
- Select the next smallest group. Example: Program Section
- Continue until each group to be sorted has been selected.

If the report should be printed using another format, select the desired formatting style from the drop-down box.

NOTE: Most TEDS reports can be formatted as standard TEDS reports, Excel worksheets or Word or PDF documents. The Format field defaults to the standard TEDS format for the report. Once you have selected something in each drop-down box at the top of the screen, selected the format and the sort order for the report, the report may be compiled, view onscreen and printed.

Printing the Report:

- Click the 'Build Report' button to compile the report.
- The report will be compiled and displayed on screen.
- Click the printer icon to send the report to the local printer if a hard copy of the report is needed.
- Click the 'Cancel' button to exit without printing the report.

4Completion Report

The Completion Report will provide a breakdown of the total number of students whose termination status was completer, leaver or transfer. Since there are multiple status codes that qualify as a completer, the report will group the number of students with the different types of completer status and report the total completers. The same grouping will be reported for leaver and transfer status codes.

- Select 'Reports' from the Main Menu.
- Select 'Institution Reports' from the drop-down box.
- From the 'Select Report' screen:
 - Select Completion as the report to be printed from the Report drop-down box.
 - The 'Agency' option will not be available to schools. It is for Central Office use only.
 - If your userid has access to more than one school, select a working school from the 'Institution ' drop-down box. If you have access to only one school, the school will be automatically selected.
 - Select the school year for the report from the 'Year' drop-down box.
 - Click Next.
 - The Report Options screen will be displayed.

The reports in TEDS have been designed to allow schools maximum flexibility in printing reports. The arrows beside the field names indicate a drop-down box containing set values from which the user may choose. The person requesting the report may select any value in the drop-down boxes in any combination. This provides the capability of printing reports containing information required for a specific need.

The top area of the report containing the fields with drop-down boxes is used to select which students will be included in the report. You must select something from each of the drop-down boxes. If you want every student in the school for a particular school year, select 'all' from each of the drop-down boxes. If you want a particular sub-group of students for a particular school year, choose the value from each box that will include only those students. You may use a combination of 'all' and other values to narrow down the selected group of students.

Selection Criteria

Agency

The Agency option will be unavailable to schools. It is for Central Office use only.

Institution

Select the school for which the report should be printed. If the person requesting the report has access to only one school's data, the 'institution' option will not be displayed and report will be printed using the data from the school to which the requester has access. If the person has access to multiple schools, the option to select a school will be available.

Effective Year

Select the school year for which the report is to be printed.

Dupe/Non Dupe

A duplicate (dupe) count report includes a student under each program in which he/she enrolled during the selected school year, even if the student enrolled in multiple programs. A non duplicate count report will include each student only once, even if the student was enrolled in more than one program during the school year. The multiple enrollment student will be included in the data for the program in which 'Federal Reporting' has been checked. The 'Federal Reporting' indicator is on the enrollment screen. Only one program at a time may have a check in the 'Federal Reporting' indicator and may be changed as needed.

Select 'Dupe' in this field if student data should be included under each program in which the student is enrolled during the selected school year. Select 'Non Dupe' if you want each student to be included in the report only once.

NOTE: Enrollment reports generated in TEDS are based on program enrollment. A student is counted once per program enrollment if the report is produced as 'duplicated' count. A student is counted only once in the program in which the Federal Report indicator is checked if the report is produced as 'non-duplicated' count.

Program Definition

The 'program definition' refers to whether the program provides the opportunity for students to earn a credential if they finish the program. Students may earn a credential (program certificate, program diploma, associate degree) by enrolling in and completing a 'preparatory' program. 'Exploratory' activities are usually short-term, community education, upgrade or provide a sampling of several programs and do not provide the opportunity for completing a program and a credential. Select 'all' to include both preparatory and exploratory programs at your school. Select either preparatory or exploratory to include only those program sections.

District

Select 'all' to include all school districts in the report. Select the district number to print the report for a particular school district.

Education Level

Select 'all' to include all secondary grade levels and any post-secondary students enrolled at your school in the report. Select 'post-secondary' to include only post-secondary students. Choose the individual grade level for secondary students (12th grade for only seniors etc.) or high school for grades 9-12 inclusive. Secondary includes grades 7-12.

Section

A section is an individual group or list of students in a program or activity. Many schools enter the data for their students into one section per program. Some schools need to separate groups of students and use multiple sections. Select 'all' to include the students in every program section or choose an individual section number.

Student Objective

Students are enrolled in preparatory programs as either 'preparatory' or 'exploring'. If you wish to include both preparatory and exploring students in the report, select 'all'. If you wish to include only preparatory or exploring students in the report, select that value from the drop-down box.

Sorting and Grouping

The sorting and subtotals for the Completion report are part of the programming. The report may be sorted by either of the following.

Agency

The Agency option is not available to schools.

Program Area

The program area (or career cluster) is a group of related programs, such as Manufacturing or Health Science.

Program

The report may be sorted by program name.

Report Format

If the report should be printed using another format, select the desired formatting style from the drop-down box.

NOTE: Most TEDS reports can be formatted as standard TEDS reports, Excel worksheets or Word or PDF documents. The Format field defaults to the standard TEDS format for the report. Once you have selected something in each drop-down box at the top of the screen, selected the format and the sort order for the report, the report may be compiled, viewed onscreen and printed.

Printing the Report:

- Click the 'Build Report' button to compile the report. The report will be compiled and displayed on screen. You may view the report, scroll through multiple pages etc.
- Click the printer icon to send the report to the local printer if a hard copy of the reported is needed.
- Click the 'Cancel' button to exit without printing the report.

5Home School Report

The Home School Report is an option under Reports on the TEDS menu bar. Data from this report will be used to finalize FY SEEK allocations for the reporting year. One copy of this report is to be signed by local superintendents or principals verifying the accuracy of the data and returned to Tony Nunn in Central Office by the designated deadline. Prepare enough copies for each superintendent or principal to have one for their files.

Based on previous reports, the fastest and most accurate way to do this is for the ATC principals/TC directors to hand carry the report to local principals or superintendents and resolve discrepancies immediately. If an ATC/TC has students from more than one district, the local superintendent of each district sending students to that ATC/TC must sign the report.

The report will list each home school sending students to your ATC/TC. An unduplicated total number of students enrolled in each program area will be listed. The cumulative total number of all hours those students are scheduled to attend will also be listed. A subtotal for the individual home school, district and ATC/TC are provided.

NOTE: The student will be counted in the program in which the federal reporting indicator has been checked. If the indicator has not been checked for a student, that student will not be included in the counts for the report.

This report should include only the secondary students who **were enrolled on October 1, of the reporting year**. Students enrolled after this date may not be added to this report. If a change should have to be made, the change should be made to the enrollment count and the total hours on the program line, program area line, individual school line, district total line and ATC/TC school total line.

Please mail the verified and signed copies of the reports by October 21, 200n, to:

Tony Nunn
20th Floor Capital Plaza Tower
500 Mero Street
Frankfort KY 40601

If your school is using block scheduling, please enclose a copy of the schedule showing the time periods that comprise each block.

To Generate the Home School Report:

- If your userid has access to more than one school, be sure you are signed on to the correct school.
- Select Reports from the menu bar at the top of the screen.
- Select Institution Reports.
- Wait for the Select Reports screen to load.
- From the Select Reports screen, select 'Home School' from the Reports drop-down box.
- (The institution option will be inactive.)
- Select the appropriate school year.
- Click Next.
- (It will take a little time for the next screen to load. Please be patient.)
- The Home School Report – Options screen will be displayed.
- The institution name and school year that were previously selected are displayed.
- Click the 'Build Report' button and wait for report to compile.
- The finished report will be displayed on screen.
- Click the printer icon button at the upper left of the screen to send the report to the local printer. Be sure to print enough copies for each principal or superintendent to have one.
- Have the report signed by the principals or superintendents for your feeder schools.
- Submit the signed report to Tony Nunn in Frankfort by COB on the designated deadline.

The name of your school and the school year are printed at the top of the first page as the selection criterion that was used to generate the report.

A long black line separates the selection criteria at the top of the page from the body of the report.

Your school name will be printed as the first line of the body of the report with a total enrollment for your school.

The title of the report is printed next.

A three-digit number identifies each district. Each district will be printed on a different page.

Beneath the district number is the name of the first feeder school from that district.

The first program area in which students from this district are enrolled is listed next. A total number enrolled in the programs within the program area is listed with the total attendance hours for those students.

The individual programs within the first program area are listed with the number of students enrolled and the total attendance hours for those students.

The report will page break between the information for each district and give areas for signatures.

The process repeats for each district that sends students to your school.

NOTE: The enrollment numbers are non-duplicated counts. Each student is counted only once under the program where the federal reporting indicator is checked for that student. The attendance hours includes every hour that the student is enrolled in a technical program at your school.

6Duplicate Federal ID Report

The federal reporting indicator designates the one program in which a student will be included when non-duplicated count reports are generated. The criteria used to identify which program should have the federal reporting indicator marked if a student has multiple enrollments during a school year is in Chapter 5, Student.

The indicator must be marked once (and only once) for each student, regardless of the number of programs the student is enrolled in during a school year. The Duplicate Federal ID Report is provided so schools may easily identify those students who do not have the federal reporting indicator marked or who have it marked for more than one program for the same student.

To Generate the Duplicate Federal ID Report:

- If your userid has access to more than one school, be sure that you are signed on to the correct working school.
- Select Reports from the menu bar on the main TEDS screen.
- Click on Institution Reports
- Select 'Duplicate Fed ID' from the Report drop-down box.
- 'Agency' and 'Institution' will be 'grayed out' and unavailable for school users.
- Select the appropriate 'Effective Year'.
- Click 'Next'.
- The report will be displayed on screen.
- Click the printer icon to send the report to the local printer.

The report may be printed as often as desired. After changes have been made to the student's 'federal reporting' indicator, reprinting the report will list any student's whose 'federal reporting' indicator should be updated.

The report when there aren't any students who do not have the federal reporting indicator marked at all or have the indicator marked for more than one program. The report be blank, printing only headings, once all necessary changes to the 'federal reporting' indicator have been made for that particular school year.

The report should be printed each school year after each enrollment period to ensure that each year's data is correct.

7Staff Listing Report

The Staff Listing Report prints a list of school staff for the selected school year. The list may be sorted by the program sections with the associated staff, such as Horticulture, with John James and Sandra Smith as the staff. The list may also be printed by staff name, showing the program sections taught by each staff person, such as John James, with Horticulture listed as the program section.

To Generate the Staff Listing Report:

- If your userid has access to more than one school, be sure that you are signed on to the correct working school.
- Select Reports from the menu bar on the main TEDS screen.
- Click on Institution Reports
- Select 'Staff Listing' from the Report drop-down box.
- 'Agency' and 'Institution' will be 'grayed out' and unavailable for school users.
- Select the appropriate 'Effective Year'.
- Click 'Next'.
- The 'Staff Listing – Options' screen will be displayed.
- Select the type of sort desired: Program/Section then Instructor or Instructor then Program/Section.
- Select a 'Report Format' from the drop-down box, if desired.
- Click 'Build Report'
- The report will be displayed on screen.
- Click the printer icon to send the report to the local printer.

8Employer Survey Report

The Employer Survey Report summarizes the results of the employer satisfaction follow-up survey for a particular school year.

To Generate the Employer Survey Report:

- Click on 'Reports' on the menu bar at the top of the screen.
- Click on 'Institution Reports' from the drop-down menu.
- Click on 'Employer Survey' in the 'Report' drop-down box.
- 'Agency', 'Institution' and 'Effective Year' cannot be changed from this screen. If you wish to change either of these fields, click on the 'Previous' button at the bottom of the screen to return to the 'Select Report' screen.
- Select 'Preparatory' from the drop-down box as the 'Student Objective'.
- Select the 'Education Level' of the students to be included on the report.

Student Criteria:

Special Pops

Click to place a checkmark in the box beside Special Pops if the report should contain data only for students who have any value in the Special Populations field on the Enrollment screen. This group would include all students who have 'single parent', 'single pregnant woman' or 'displaced homemaker' in the Special Populations field.

Single Parent

Click to place a checkmark in the box beside Single Parent if the report should contain data only for students who have 'single parent' in the Special Populations field on the Enrollment screen. This group would include only students who have 'single parent' in the Special Populations field.

Single Pregnant Woman

Click to place a checkmark in the box beside Single Parent if the report should contain data only for students who have 'single pregnant woman' in the Special Populations field on the Enrollment screen. This group would include only students who have 'single pregnant woman' in the Special Populations field.

Displaced Homemaker

Click to place a checkmark in the box beside Single Parent if the report should contain data only for students who have 'displaced homemaker' in the Special Populations field on the Enrollment screen. This group would include only students who have 'displaced homemaker' in the Special Populations field.

Disadvantage

Click to place a checkmark in the box beside Disadvantage if the report should contain data only for students who have a value of 'economic' in the 'disadvantage' field on the Enrollment screen.

Disability

Click to place a checkmark in the box beside Disability if the report should contain data only for students who have a value in the 'disability' field on the Enrollment screen.

Non-Trad Female

Click to place a checkmark in the box beside Non-Trad Female if the report should contain data only for students who are enrolled in a program non-traditional to females as identified by the U. S. Department of Labor. TEDS has been programmed to select the non-traditional programs automatically.

Non-Trad Male

Click to place a checkmark in the box beside Non-Trad Male if the report should contain data only for students who are enrolled in a program non-traditional to males as identified by the U. S. Department of Labor. TEDS has been programmed to select the non-traditional programs automatically.

LEP

Click to place a checkmark in the box beside LEP (limited English proficiency) if the report should contain data only for students who have a value in the 'LEP' field on the Enrollment screen.

Tech Prep

Click to place a checkmark in the box beside Tech Prep if the report should contain data only for students who have a check in the Tech Prep indicator on the Enrollment screen.

Pell Grant

Click to place a checkmark in the box beside Pell Grant if the report should contain data only for students who have a check in the Pell Grant box on the Sponsor By tab of the Enrollment screen.

504 Plan

Click to place a checkmark in the box beside '504 Plan' if the report should contain data only for students who have a value in the '504 plan' field on the Enrollment screen.

IEP

Click to place a checkmark in the box beside IEP if the report should contain data only for students who have a value in the 'IEP' field on the Enrollment screen.

The 'Groups Shown and Order' section allows the user to designate the subtotals for the report and the order that the subtotals are calculated. The default values will print the employer survey results by program. Change the order of the subtotals by doing a 'drag-and-drop' with the listed options.

- Select the desired format from the 'Report Format' drop-down box if you wish to print the report in a different format.

Printing the Report:

- Click the 'Build Report' button to compile the report. The report will be compiled and displayed on screen. You may view the report, scroll through multiple pages etc.
- Click the printer icon to send the report to the local printer if a hard copy of the reported is needed.
- Click the 'Cancel' button to exit without printing the report.

9Student Organizations Report

Schools are not required to enter the student organization for students who are participating in them. The ability to enter the student organization(s) and print the data is provided as another tool should a school choose to use it.

The Student Organizations Report will provide a breakdown of the total number of students whose are associated with each of the student organizations at the school. The report can be sorted by the program the student is enrolled in or by the organization with which the student is associated.

- Select 'Reports' from the Main Menu.
- Select 'Institution Reports' from the drop-down box.
- From the 'Select Report' screen:
 - Select Student Organizations as the report to be printed from the Report drop-down box.
 - The 'Agency' option will not be available to schools. It is for Central Office use only.
 - If your userid has access to more than one school, select a working school from the 'Institution ' drop-down box. If you have access to only one school, the school will be automatically selected.
 - Select the school year for the report from the 'Year' drop-down box.
 - Click Next.
- The Report Options screen for the selected report will be displayed.

The top area of the report containing the fields with drop-down boxes is used to select which students will be included in the report. You must select something from each of the drop-down boxes. If you want every student in the school for a particular year, select 'all' from each of the drop-down boxes. If you want a particular sub-group of students for a particular year, choose the value from each box that will include only those students. You may use a combination of 'all' and other values to narrow down the selected group of students.

Selection Criteria

Agency

Schools will be unable to access the 'Agency' field. It is for Central Office use only and will be 'grayed out' on this screen.

The school for which the report should be printed was selected on the previous screen and cannot be changed on this screen. Click the 'previous' button to return to the previous screen to change the institution.

Institution

Select the school for which the report should be printed. If the person requesting the report has access to only one school's data, the 'institution' option will not be displayed and the report will be printed using the data from the school to which the requester has access. If the person has access to multiple schools, the option to select a school will be available.

Effective Year

The school year for which the report should be printed was selected on the previous screen and cannot be changed on this screen. Click the 'previous' button to return to the previous screen to change the year.

Dupe/Non Dupe

A duplicate (dupe) count report includes a student under each program in which he/she enrolled during the selected school year, even if the student enrolled in multiple programs. A nonduplicated count report will include each student only once, even if the

student was enrolled in more than one program during the school year. The multiple enrollment student will be included in the data for the program in which 'Federal Reporting' has been checked. The 'Federal Reporting' indicator is on the enrollment screen. Only one program at a time may have a check in the 'Federal Reporting' indicator and may be changed as needed.

Select 'Dupe' in this field if student data should be included under each program in which the student is enrolled during the selected school year. Select 'Non Dupe' if you want each student to be included in the report only once.

NOTE: Enrollment reports generated in TEDS are based on program enrollment. A student is counted once per program enrollment if the report is produced as 'duplicated' count. A student is counted only once in the program in which the Federal Report indicator is checked if the report is produced as 'non-duplicated' count.

Program (Name)

If you want to include the data for every program taught at your school, select 'all'. If you want to produce a report for only one program at your school, scroll down and select the appropriate program name.

Program Level

The program level refers to the education level of the program. Most schools provide only one level of programs, either secondary or post-secondary and would select 'all' for this field. Some schools teach both secondary and post-secondary programs. These schools would select 'all' to include both secondary and post-secondary programs in the report.

Program Definition

The 'program definition' refers to whether the program provides the opportunity for students to earn a credential if they finish the program. Students may earn a credential (program certificate, program diploma, associate degree) by enrolling in and completing a 'preparatory' program. 'Exploratory' activities are usually short-term, community education, upgrade or provide a sampling of several programs and do not provide the opportunity for completing a program and a credential. Select 'all' to include both preparatory and exploratory programs at your school. Select either preparatory or exploratory to include only those program sections.

Section

A section is an individual group or list of students in a program or activity. Many schools enter the data for their students into one section per program. Some schools need to separate groups of students and use multiple sections. Select 'all' to include the students in every program section or choose an individual section number.

Student Objective

Students are enrolled in preparatory programs as either 'preparatory' or 'exploring'. If you wish to include both preparatory and exploring students in the report, select 'all'. If you wish to include only preparatory or exploring students in the report, select that value from the drop-down box.

Termination Status

If you wish to include students who have exited programs during the selected school year as well as students who are still enrolled, choose 'all' from the drop-down box. If you wish to include only students with a particular termination status, select that status from the drop-down box.

Education Level

Select 'all' to include all secondary grade levels and any post-secondary students enrolled at your school in the report. Select 'post-secondary' to include only post-secondary students. Choose the individual grade level for secondary students (12th grade for only seniors etc.) or high school for grades 9-12 inclusive. Secondary includes grades 7-12.

Student Criteria:

Special Pops

Click to place a checkmark in the box beside Special Pops if the report should contain data only for students who have any value in the Special Populations field on the Enrollment screen. This group would include all students who have 'single parent', 'single pregnant woman' or 'displaced homemaker' in the Special Populations field.

Single Parent

Click to place a checkmark in the box beside Single Parent if the report should contain data only for students who have 'single parent' in the Special Populations field on the Enrollment screen. This group would include only students who have 'single parent' in the Special Populations field.

Single Pregnant Woman

Click to place a checkmark in the box beside Single Parent if the report should contain data only for students who have 'single pregnant woman' in the Special Populations field on the Enrollment screen. This group would include only students who have 'single pregnant woman' in the Special Populations field.

Displaced Homemaker

Click to place a checkmark in the box beside Single Parent if the report should contain data only for students who have 'displaced homemaker' in the Special Populations field on the Enrollment screen. This group would include only students who have 'displaced homemaker' in the Special Populations field.

Disadvantage

Click to place a checkmark in the box beside Disadvantage if the report should contain data only for students who have a value of 'economic' in the 'disadvantage' field on the Enrollment screen.

Disability

Click to place a checkmark in the box beside Disability if the report should contain data only for students who have a value in the 'disability' field on the Enrollment screen.

Non-Trad Female

Click to place a checkmark in the box beside Non-Trad Female if the report should contain data only for students who are enrolled in a program non-traditional to females as identified by the U. S. Department of Labor. TEDS has been programmed to select the non-traditional programs automatically.

Non-Trad Male

Click to place a checkmark in the box beside Non-Trad Male if the report should contain data only for students who are enrolled in a program non-traditional to males as identified by the U. S. Department of Labor. TEDS has been programmed to select the non-traditional programs automatically.

LEP

Click to place a checkmark in the box beside LEP (limited English proficiency) if the report should contain data only for students who have a value in the 'LEP' field on the Enrollment screen.

Tech Prep

Click to place a checkmark in the box beside Tech Prep if the report should contain data only for students who have a check in the Tech Prep indicator on the Enrollment screen.

Pell Grant

Click to place a checkmark in the box beside Pell Grant if the report should contain data only for students who have a check in the Pell Grant box on the Sponsor By tab of the Enrollment screen.

504 Plan

Click to place a checkmark in the box beside '504 Plan' if the report should contain data only for students who have a value in the '504 plan' field on the Enrollment screen.

IEP

Click to place a checkmark in the box beside IEP if the report should contain data only for students who have a value in the 'IEP' field on the Enrollment screen.

Format

Most TEDS reports can be formatted as standard TEDS reports, Excel worksheets or Word or PDF documents. The Format field defaults to the standard TEDS format for the report. If the report should be printed using another format, select the desired formatting style from the drop-down box.

Once you have selected something in each drop-down box at the top of the screen, selected the format and the sort order for the report, the report may be compiled, view onscreen and printed.

Printing the Report:

- Click the 'Build Report' button to compile the report.
- Click the printer icon to send the report to the local printer if a hard copy of the report is needed.
- Click the 'Cancel' button to exit without printing the report.

10GPA Report

This report will provide the average grade point average (GPA) for programs, schools or statewide, depending on the sorting and subtotals chosen in the 'Groups Shown and Order' box. GPA's are calculated based on 4.0 = A.

- Select 'Reports' from the Main Menu.
- Select 'Institution Reports' from the drop-down box.
- From the 'Select Report' screen:
 - Select GPA Report as the report to be printed from the Report drop-down box.
 - The 'Agency' option will not be available to schools. It is for Central Office use only.
 - If your userid has access to more than one school, select a working school from the 'Institution ' drop-down box. If you have access to only one school, the school will be automatically selected.
 - Select the school year for the report from the 'Year' drop-down box.
 - Click Next.
- The Report Options screen for the selected report will be displayed.

The reports in TEDS have been designed to allow schools maximum flexibility in printing reports. The arrows beside the field names indicate a drop-down box containing set values from which the user may choose. The person requesting the report may select any value in the drop-down boxes in any combination. This provides the capability of printing reports containing information required for a specific need.

Selection criteria fields are in the top left area of the report and have drop-down boxes used to select which students will be included in the report. You must select something from each of the drop-down boxes. If you want every student in the school for a particular school year, select 'all' from each of the drop-down boxes. If you want a particular sub-group of students for the school year, choose a value from each box that will include only those students. You may use a combination of 'all' and other values to narrow down the selected group of students.

A group of check boxes is displayed on the right side of the screen under 'student criteria'. Placing a check in one of these check boxes will create a report that includes only students who have data in that particular field and also meet the selection criteria listed in the drop-down boxes on the left side of the screen. For example: If a check has been placed in the 'disability' check box and 'all' was selected for each of the drop-down boxes, the subsequent report will include only students who have a disability listed in the disability field on the student enrollment screen. If 'preparatory' had been selected from the 'objective' drop-down box instead of all, the report in the example would print only preparatory students who have a value in the disability field.

Selection Criteria:

Institution

Select the school for which the report should be printed. If the person requesting the report has access to only one school's data, the 'institution' option will not be displayed and report will be printed using the data from the school to which the requester has access. If the person has access to multiple schools, the option to select a school will be available.

Effective Year

Select the school year for which the report is to be printed.

Dupe/Non Dupe

A duplicate (dupe) count report includes a student under each program in which he/she enrolled during the selected school year, even if the student enrolled in multiple programs. A nonduplicated count report will include each student only once, even if the student was enrolled in more than one program during the school year. The multiple

enrollment student will be included in the data for the program in which 'Federal Reporting' has been checked. The 'Federal Reporting' indicator is on the enrollment screen. Only one program at a time may have a check in the 'Federal Reporting' indicator and may be changed as needed.

Select 'Dupe' in this field if student data should be included under each program in which the student is enrolled during the selected school year. Select 'Non Dupe' if you want each student to be included in the report only once.

NOTE: Enrollment reports generated in TEDS are based on program enrollment. A student is counted once per program enrollment if the report is produced as 'duplicated' count. A student is counted only once in the program in which the Federal Report indicator is checked if the report is produced as 'non-duplicated' count.

Program

If you want to include the data for every program taught at your school, select 'all'. If you want to produce a report for only one program at your school, scroll down and select the appropriate program name.

Program Level

The program level refers to the education level of the program. Most schools provide only one level of programs, either secondary or post-secondary and would select 'all' for this field. Some schools teach both secondary and post-secondary programs. These schools would select 'all' to include both secondary and post-secondary programs in the report. Select either 'secondary' to include only secondary programs or 'post-secondary' to include only post-secondary programs in the report.

Program Definition

The 'program definition' refers to whether the program provides the opportunity for students to earn a credential if they finish the program. Students may earn a credential (program certificate, program diploma, associate degree) by enrolling in and completing a 'preparatory' program. 'Exploratory' activities are usually short-term, community education, upgrade or provide a sampling of several programs and do not provide the opportunity for completing a program and a credential. Select 'all' to include both preparatory and exploratory programs at your school. Select either preparatory or exploratory to include only those program sections.

Section

A section is an individual group or list of students in a program or activity. Many schools enter the data for their students into one section per program. Some schools need to separate groups of students and use multiple sections. Select 'all' to include the students in every program section or choose an individual section number.

Student Objective

Students are enrolled in preparatory programs as either 'preparatory' or 'exploring'. If you wish to include both preparatory and exploring students in the report, select 'all'. If you wish to include only preparatory or exploring students in the report, select that value from the drop-down box.

Termination Status

If you wish to include students who have exited programs during the selected school year as well as students who are still enrolled, choose 'all' from the drop-down box. If you wish to include only students with a particular termination status, select that status from the drop-down box.

Education Level

Select 'all' to include all secondary grade levels and any post-secondary students enrolled at your school in the report. Select 'post-secondary' to include only post-secondary students. Choose the individual grade level for secondary students (12th grade for only seniors etc.) or high school for grades 9-12 inclusive. Secondary includes grades 7-12.

Student Criteria:

Special Pops

Click to place a checkmark in the box beside Special Pops if the report should contain data only for students who have any value in the Special Populations field on the Enrollment screen. This group would include all students who have 'single parent', 'single pregnant woman' or 'displaced homemaker' in the Special Populations field.

Single Parent

Click to place a checkmark in the box beside Single Parent if the report should contain data only for students who have 'single parent' in the Special Populations field on the Enrollment screen. This group would include only students who have 'single parent' in the Special Populations field.

Single Pregnant Woman

Click to place a checkmark in the box beside Single Parent if the report should contain data only for students who have 'single pregnant woman' in the Special Populations field on the Enrollment screen. This group would include only students who have 'single pregnant woman' in the Special Populations field.

Displaced Homemaker

Click to place a checkmark in the box beside Single Parent if the report should contain data only for students who have 'displaced homemaker' in the Special Populations field on the Enrollment screen. This group would include only students who have 'displaced homemaker' in the Special Populations field.

Disadvantage

Click to place a checkmark in the box beside Disadvantage if the report should contain data only for students who have a value of 'economic' in the 'disadvantage' field on the Enrollment screen.

Disability

Click to place a checkmark in the box beside Disability if the report should contain data only for students who have a value in the 'disability' field on the Enrollment screen.

Non-Trad Female

Click to place a checkmark in the box beside Non-Trad Female if the report should contain data only for students who are enrolled in a program non-traditional to females as identified by the U. S. Department of Labor. TEDS has been programmed to select the non-traditional programs automatically.

Non-Trad Male

Click to place a checkmark in the box beside Non-Trad Male if the report should contain data only for students who are enrolled in a program non-traditional to males as identified by the U. S. Department of Labor. TEDS has been programmed to select the non-traditional programs automatically.

LEP

Click to place a checkmark in the box beside LEP (limited English proficiency) if the report should contain data only for students who have a value in the 'LEP' field on the Enrollment screen.

Tech Prep

Click to place a checkmark in the box beside Tech Prep if the report should contain data only for students who have a check in the Tech Prep indicator on the Enrollment screen.

Pell Grant

Click to place a checkmark in the box beside Pell Grant if the report should contain data only for students who have a check in the Pell Grant box on the Sponsor By tab of the Enrollment screen.

504 Plan

Click to place a checkmark in the box beside '504 Plan' if the report should contain data only for students who have a value in the '504 plan' field on the Enrollment screen.

IEP

Click to place a checkmark in the box beside IEP if the report should contain data only for students who have a value in the 'IEP' field on the Enrollment screen.

Include Aggregate Data

Click to place a checkmark in the box beside Aggregate Data if data entered as totals on the Aggregate screen should be included with the regular enrollment data.

NOTE: Aggregate data cannot be unduplicated. Do not try to select 'non-duplicated' from the Dupe/Non-Dupe drop-down box and also 'Include Aggregate Data'. The two fields are incompatible and the report will not run if both are selected.

Groups Shown and Order

This is the area to select the sorting subtotals for the report. The fields will be sorted in the order shown top-to-bottom in the blank box to the right. The largest group should be at the top of the list, the smallest group at the bottom. For example, to sort the students from your school by program section, select 'Institution', then 'Program Section'.

To select a sort order for the report:

- Left click to select the largest group to be included on the report. Example: Institution
- Click on the arrows pointing toward the blank box.
- Select the next smallest group. Example: Program Area
- Click on the arrows pointing toward the blank box.
- Select the next smallest group. Example: Program Section
- Continue until each group to be sorted has been selected.

Format

Most TEDS reports can be formatted as standard TEDS reports, Excel worksheets or Word or PDF documents. The Format field defaults to the standard TEDS format for the report. If the report should be printed using another format, select the desired formatting style from the drop-down box.

Once you have selected something in each drop-down box at the top of the screen, selected the format and the sort order for the report, the report may be compiled, view onscreen and printed.

Printing the Report:

- Click the 'Build Report' button to compile the report.

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- The report will be compiled and displayed on screen.
 - Click the printer icon to send the report to the local printer if a hard copy of the report is needed.
 - Click the 'Cancel' button to exit without printing the report.

11(KDE) Performance Measures Report

This report was developed for the Department of Education/Division of Career and Technical Education for its high schools, middle schools and locally operated area technology centers. It calculates the school's performance based on specific KDE criteria and identifies whether the school's performance 'met' or 'did not meet' its goal for that performance indicator.

NOTE: This report does not compare a school's performance with the Perkins core indicator goals.

- Select 'Reports' from the Main Menu.
- Select 'Institution Reports' from the drop-down box.
- From the 'Select Report' screen:
 - Select Performance Measures Report as the report to be printed from the Report drop-down box.
 - The 'Agency' option will not be available to schools. It is for Central Office use only.
 - If your userid has access to more than one school, select a working school from the 'Institution ' drop-down box. If you have access to only one school, the school will be automatically selected.
 - Select the school year for the report from the 'Year' drop-down box.
 - Click Next.
- The Report Options screen for the selected report will be displayed.

The reports in TEDS have been designed to allow schools maximum flexibility in printing reports. The arrows beside the field names indicate a drop-down box containing set values from which the user may choose. The person requesting the report may select any value in the drop-down boxes in any combination. This provides the capability of printing reports containing information required for a specific need.

Selection criteria fields are in the top left area of the report and have drop-down boxes used to select which students will be included in the report. You must select something from each of the drop-down boxes. If you want every student in the school for a particular school year, select 'all' from each of the drop-down boxes. If you want a particular sub-group of students for the school year, choose a value from each box that will include only those students. You may use a combination of 'all' and other values to narrow down the selected group of students.

A group of check boxes is displayed on the right side of the screen under 'student criteria'. Placing a check in one of these check boxes will create a report that includes only students who have data in that particular field and also meet the selection criteria listed in the drop-down boxes on the left side of the screen. For example: If a check has been placed in the 'disability' check box and 'all' was selected for each of the drop-down boxes, the subsequent report will include only students who have a disability listed in the disability field on the student enrollment screen. If 'preparatory' had been selected from the 'objective' drop-down box instead of all, the report in the example would print only preparatory students who have a value in the disability field.

Selection Criteria:

Institution

Select the school for which the report should be printed. If the person requesting the report has access to only one school's data, the 'institution' option will not be displayed and report will be printed using the data from the school to which the requester has access. If the person has access to multiple schools, the option to select a school will be available.

Effective Year

Select the school year for which the report is to be printed.

Dupe/Non Dupe

A duplicate (dupe) count report includes a student under each program in which he/she enrolled during the selected school year, even if the student enrolled in multiple programs. A nonduplicated count report will include each student only once, even if the student was enrolled in more than one program during the school year. The multiple enrollment student will be included in the data for the program in which 'Federal Reporting' has been checked. The 'Federal Reporting' indicator is on the enrollment screen. Only one program at a time may have a check in the 'Federal Reporting' indicator and may be changed as needed.

Select 'Dupe' in this field if student data should be included under each program in which the student is enrolled during the selected school year. Select 'Non Dupe' if you want each student to be included in the report only once.

NOTE: Enrollment reports generated in TEDS are based on program enrollment. A student is counted once per program enrollment if the report is produced as 'duplicated' count. A student is counted only once in the program in which the Federal Report indicator is checked if the report is produced as 'non-duplicated' count.

Program

If you want to include the data for every program taught at your school, select 'all'. If you want to produce a report for only one program at your school, scroll down and select the appropriate program name.

Program Level

The program level refers to the education level of the program. Most schools provide only one level of programs, either secondary or post-secondary and would select 'all' for this field. Some schools teach both secondary and post-secondary programs. These schools would select 'all' to include both secondary and post-secondary programs in the report. Select either 'secondary' to include only secondary programs or 'post-secondary' to include only post-secondary programs in the report.

Program Definition

The 'program definition' refers to whether the program provides the opportunity for students to earn a credential if they finish the program. Students may earn a credential (program certificate, program diploma, associate degree) by enrolling in and completing a 'preparatory' program. 'Exploratory' activities are usually short-term, community education, upgrade or provide a sampling of several programs and do not provide the opportunity for completing a program and a credential. Select 'all' to include both preparatory and exploratory programs at your school. Select either preparatory or exploratory to include only those program sections.

Section

A section is an individual group or list of students in a program or activity. Many schools enter the data for their students into one section per program. Some schools need to separate groups of students and use multiple sections. Select 'all' to include the students in every program section or choose an individual section number.

Student Objective

Students are enrolled in preparatory programs as either 'preparatory' or 'exploring'. If you wish to include both preparatory and exploring students in the report, select 'all'. If you wish to include only preparatory or exploring students in the report, select that value from the drop-down box.

Termination Status

If you wish to include students who have exited programs during the selected school year as well as students who are still enrolled, choose 'all' from the drop-down box. If you wish to include only students with a particular termination status, select that status from the drop-down box.

Education Level

Select 'all' to include all secondary grade levels and any post-secondary students enrolled at your school in the report. Select 'post-secondary' to include only post-secondary students. Choose the individual grade level for secondary students (12th grade for only seniors etc.) or high school for grades 9-12 inclusive. Secondary includes grades 7-12.

Student Criteria:

Special Pops

Click to place a checkmark in the box beside Special Pops if the report should contain data only for students who have any value in the Special Populations field on the Enrollment screen. This group would include all students who have 'single parent', 'single pregnant woman' or 'displaced homemaker' in the Special Populations field.

Single Parent

Click to place a checkmark in the box beside Single Parent if the report should contain data only for students who have 'single parent' in the Special Populations field on the Enrollment screen. This group would include only students who have 'single parent' in the Special Populations field.

Single Pregnant Woman

Click to place a checkmark in the box beside Single Parent if the report should contain data only for students who have 'single pregnant woman' in the Special Populations field on the Enrollment screen. This group would include only students who have 'single pregnant woman' in the Special Populations field.

Displaced Homemaker

Click to place a checkmark in the box beside Single Parent if the report should contain data only for students who have 'displaced homemaker' in the Special Populations field on the Enrollment screen. This group would include only students who have 'displaced homemaker' in the Special Populations field.

Disadvantage

Click to place a checkmark in the box beside Disadvantage if the report should contain data only for students who have a value of 'economic' in the 'disadvantage' field on the Enrollment screen.

Disability

Click to place a checkmark in the box beside Disability if the report should contain data only for students who have a value in the 'disability' field on the Enrollment screen.

Non-Trad Female

Click to place a checkmark in the box beside Non-Trad Female if the report should contain data only for students who are enrolled in a program non-traditional to females as identified by the U. S. Department of Labor. TEDS has been programmed to select the non-traditional programs automatically.

Non-Trad Male

Click to place a checkmark in the box beside Non-Trad Male if the report should contain data only for students who are enrolled in a program non-traditional to males as identified by the U. S. Department of Labor. TEDS has been programmed to select the non-traditional programs automatically.

LEP

Click to place a checkmark in the box beside LEP (limited English proficiency) if the report should contain data only for students who have a value in the 'LEP' field on the Enrollment screen.

Tech Prep

Click to place a checkmark in the box beside Tech Prep if the report should contain data only for students who have a check in the Tech Prep indicator on the Enrollment screen.

Pell Grant

Click to place a checkmark in the box beside Pell Grant if the report should contain data only for students who have a check in the Pell Grant box on the Sponsor By tab of the Enrollment screen.

504 Plan

Click to place a checkmark in the box beside '504 Plan' if the report should contain data only for students who have a value in the '504 plan' field on the Enrollment screen.

IEP

Click to place a checkmark in the box beside IEP if the report should contain data only for students who have a value in the 'IEP' field on the Enrollment screen.

Include Aggregate Data

Click to place a checkmark in the box beside Aggregate Data if data entered as totals on the Aggregate screen should be included with the regular enrollment data.

NOTE: Aggregate data cannot be unduplicated. Do not try to select 'non-duplicated' from the Dupe/Non-Dupe drop-down box and also 'Include Aggregate Data'. The two fields are incompatible and the report will not run if both are selected.

Groups Shown and Order

This is the area to select the sorting subtotals for the report. The fields will be sorted in the order shown top-to-bottom in the blank box to the right. The largest group should be at the top of the list, the smallest group at the bottom. For example, to sort the students from your school by program section, select 'Institution', then 'Program Section'.

To select a sort order for the report:

- Left click to select the largest group to be included on the report. Example: Institution
- Click on the arrows pointing toward the blank box.
- Select the next smallest group. Example: Program Area
- Click on the arrows pointing toward the blank box.
- Select the next smallest group. Example: Program Section
- Continue until each group to be sorted has been selected.

Format

Most TEDS reports can be formatted as standard TEDS reports, Excel worksheets or Word or PDF documents. The Format field defaults to the standard TEDS format for the report. If the

report should be printed using another format, select the desired formatting style from the drop-down box.

Once you have selected something in each drop-down box at the top of the screen, selected the format and the sort order for the report, the report may be compiled, view onscreen and printed.

Printing the Report:

- Click the 'Build Report' button to compile the report.
- The report will be compiled and displayed on screen.
- Click the printer icon to send the report to the local printer if a hard copy of the report is needed.
- Click the 'Cancel' button to exit without printing the report.

120*Net Titles Report

The O*Net Titles Report will summarize the number of students who earned each individual O*Net title in programs at the school, depending on the sorting and subtotals selected in the 'Groups Shown and Order' box. A list of individual students receiving each O*Net title may be printed by selecting the 'details' box.

- Select 'Reports' from the Main Menu.
- Select 'Institution Reports' from the drop-down box.
- From the 'Select Report' screen:
 - Select O*Net Titles Report as the report to be printed from the Report drop-down box.
 - The 'Agency' option will not be available to schools. It is for Central Office use only.
 - If your userid has access to more than one school, select a working school from the 'Institution ' drop-down box. If you have access to only one school, the school will be automatically selected.
 - Select the school year for the report from the 'Year' drop-down box.
 - Click Next.
- The Report Options screen for the selected report will be displayed.

The reports in TEDS have been designed to allow schools maximum flexibility in printing reports. The arrows beside the field names indicate a drop-down box containing set values from which the user may choose. The person requesting the report may select any value in the drop-down boxes in any combination. This provides the capability of printing reports containing information required for a specific need.

Selection criteria fields are in the top left area of the report and have drop-down boxes used to select which students will be included in the report. You must select something from each of the drop-down boxes. If you want every student in the school for a particular school year, select 'all' from each of the drop-down boxes. If you want a particular sub-group of students for the school year, choose a value from each box that will include only those students. You may use a combination of 'all' and other values to narrow down the selected group of students.

A group of check boxes is displayed on the right side of the screen under 'student criteria'. Placing a check in one of these check boxes will create a report that includes only students who have data in that particular field and also meet the selection criteria listed in the drop-down boxes on the left side of the screen. For example: If a check has been placed in the 'disability' check box and 'all' was selected for each of the drop-down boxes, the subsequent report will include only students who have a disability listed in the disability field on the student enrollment screen. If 'preparatory' had been selected from the 'objective' drop-down box instead of all, the report in the example would print only preparatory students who have a value in the disability field.

Selection Criteria:

Institution

Select the school for which the report should be printed. If the person requesting the report has access to only one school's data, the 'institution' option will not be displayed and report will be printed using the data from the school to which the requester has access. If the person has access to multiple schools, the option to select a school will be available.

Effective Year

Select the school year for which the report is to be printed.

Dupe/Non Dupe

A duplicate (dupe) count report includes a student under each program in which he/she enrolled during the selected school year, even if the student enrolled in multiple programs. A nonduplicated count report will include each student only once, even if the

student was enrolled in more than one program during the school year. The multiple enrollment student will be included in the data for the program in which 'Federal Reporting' has been checked. The 'Federal Reporting' indicator is on the enrollment screen. Only one program at a time may have a check in the 'Federal Reporting' indicator and may be changed as needed.

Select 'Dupe' in this field if student data should be included under each program in which the student is enrolled during the selected school year. Select 'Non Dupe' if you want each student to be included in the report only once.

NOTE: Enrollment reports generated in TEDS are based on program enrollment. A student is counted once per program enrollment if the report is produced as 'duplicated' count. A student is counted only once in the program in which the Federal Report indicator is checked if the report is produced as 'non-duplicated' count.

Program (Name)

If you want to include the data for every program taught at your school, select 'all'. If you want to produce a report for only one program at your school, scroll down and select the appropriate program name.

Program Level

The program level refers to the education level of the program. Most schools provide only one level of programs, either secondary or post-secondary and would select 'all' for this field. Some schools teach both secondary and post-secondary programs. These schools would select 'all' to include both secondary and post-secondary programs in the report. Select either 'secondary' to include only secondary programs or 'post-secondary' to include only post-secondary programs in the report. 'Continuing education', 'apprenticeship', 'regulatory' and 'upgrade' are other program levels available for printing.

Program Definition

The 'program definition' refers to whether the program provides the opportunity or students to earn a credential if they finish the program. Students may earn a credential (program certificate, program diploma, associate degree) by completing a 'preparatory' program. 'Exploratory' programs are usually short-term, community education, upgrade or provide a sampling of several programs and do not provide the opportunity for a credential. Select 'all' to include both preparatory and exploratory programs at your school. Select either preparatory or exploratory to include only those program sections.

Section

A section is an individual group or list of students in a program or activity. Many schools enter the data for their students into one section per program. Some schools need to separate groups of students and use multiple sections. Select 'all' to include the students in every program section or choose an individual section number.

Student Objective

Students are enrolled in preparatory programs as either 'preparatory' or 'exploring'. If you wish to include both preparatory and exploring students in the report, select 'all'. If you wish to include only preparatory or exploring students in the report, select that value from the drop-down box.

Termination Status

If you wish to include students who have exited programs during the selected school year as well as students who are still enrolled, choose 'all' from the drop-down box. If you wish to include only students with a particular termination status, select that status from the drop-down box.

Education Level

Select 'all' to include all secondary grade levels and any post-secondary students enrolled at your school in the report. Select 'post-secondary' to include only post-secondary students. Choose the individual grade level for secondary students (12th grade for only seniors etc.) or high school for grades 9-12 inclusive. Secondary includes grades 7-12.

Check Here For A Detailed Report

To print a list of students who received each O*Net title, click to place a checkmark in the box. The number of students receiving each O*Net title will be followed by a list of those students, according to what sorting and subtotals were requested in the 'Groups Shown and Order' box. Do not put a checkmark in the box if you want only the number of students receiving the O*Net title without a list of the student names.

Student Criteria:

Special Pops

Click to place a checkmark in the box beside Special Pops if the report should contain data only for students who have any value in the Special Populations field on the Enrollment screen. This group would include all students who have 'single parent', 'single pregnant woman' or 'displaced homemaker' in the Special Populations field.

Single Parent

Click to place a checkmark in the box beside Single Parent if the report should contain data only for students who have 'single parent' in the Special Populations field on the Enrollment screen. This group would include only students who have 'single parent' in the Special Populations field.

Single Pregnant Woman

Click to place a checkmark in the box beside Single Parent if the report should contain data only for students who have 'single pregnant woman' in the Special Populations field on the Enrollment screen. This group would include only students who have 'single pregnant woman' in the Special Populations field.

Displaced Homemaker

Click to place a checkmark in the box beside Single Parent if the report should contain data only for students who have 'displaced homemaker' in the Special Populations field on the Enrollment screen. This group would include only students who have 'displaced homemaker' in the Special Populations field.

Disadvantage

Click to place a checkmark in the box beside Disadvantage if the report should contain data only for students who have a value of 'economic' in the 'disadvantage' field on the Enrollment screen.

Disability

Click to place a checkmark in the box beside Disability if the report should contain data only for students who have a value in the 'disability' field on the Enrollment screen.

Non-Trad Female

Click to place a checkmark in the box beside Non-Trad Female if the report should contain data only for students who are enrolled in a program non-traditional to females as

identified by the U. S. Department of Labor. TEDS has been programmed to select the non-traditional programs automatically.

Non-Trad Male

Click to place a checkmark in the box beside Non-Trad Male if the report should contain data only for students who are enrolled in a program non-traditional to males as identified by the U. S. Department of Labor. TEDS has been programmed to select the non-traditional programs automatically.

LEP

Click to place a checkmark in the box beside LEP (limited English proficiency) if the report should contain data only for students who have a value in the 'LEP' field on the Enrollment screen.

Tech Prep

Click to place a checkmark in the box beside Tech Prep if the report should contain data only for students who have a check in the Tech Prep indicator on the Enrollment screen.

Pell Grant

Click to place a checkmark in the box beside Pell Grant if the report should contain data only for students who have a check in the Pell Grant box on the Sponsor By tab of the Enrollment screen.

504 Plan

Click to place a checkmark in the box beside '504 Plan' if the report should contain data only for students who have a value in the '504 plan' field on the Enrollment screen.

IEP

Click to place a checkmark in the box beside IEP if the report should contain data only for students who have a value in the 'IEP' field on the Enrollment screen.

Include Aggregate Data

Click to place a checkmark in the box beside Aggregate Data if data entered as totals on the Aggregate screen should be included with the regular enrollment data.

NOTE: Aggregate data cannot be unduplicated. Do not try to select 'non-duplicated' from the Dupe/Non-Dupe drop-down box and also 'Include Aggregate Data'. The two fields are incompatible and the report will not run if both are selected.

Groups Shown and Order

This is the area to select the sorting subtotals for the report. The fields will be sorted in the order shown top-to-bottom in the blank box to the right. The largest group should be at the top of the list, the smallest group at the bottom. For example, to sort the students from your school by program section, select 'Institution', then 'Program Section'.

To select a sort order for the report:

- Left click to select the largest group to be included on the report. Example: Institution
- Click on the arrows pointing toward the blank box.
- Select the next smallest group. Example: Program Area
- Click on the arrows pointing toward the blank box.
- Select the next smallest group. Example: Program Section
- Continue until each group to be sorted has been selected.

Format

Most TEDS reports can be formatted as standard TEDS reports, Excel worksheets or Word or PDF documents. The Format field defaults to the standard TEDS format for the report. If the report should be printed using another format, select the desired formatting style from the drop-down box.

Once you have selected something in each drop-down box at the top of the screen, selected the format and the sort order for the report, the report may be compiled, view onscreen and printed.

Printing the Report:

- Click the 'Build Report' button to compile the report.
- The report will be compiled and displayed on screen.
- Click the printer icon to send the report to the local printer if a hard copy of the report is needed.
- Click the 'Cancel' button to exit without printing the report.

13 Credentials Earned Report

The Credentials Earned Report will summarize the number of students who earned each individual credential in programs at the school, depending on the sorting and subtotals selected in the 'Groups Shown and Order' box. Selecting the 'details' box will print a list of individual students receiving each credential.

- Select 'Reports' from the Main Menu.
- Select 'Institution Reports' from the drop-down box.
- From the 'Select Report' screen:
 - Select Credentials Earned as the report to be printed from the Report drop-down box.
 - The 'Agency' option will not be available to schools. It is for Central Office use only.
 - If your userid has access to more than one school, select a working school from the 'Institution ' drop-down box. If you have access to only one school, the school will be automatically selected.
 - Select the school year for the report from the 'Year' drop-down box.
 - Click Next.
- The Report Options screen for the selected report will be displayed.

The reports in TEDS have been designed to allow schools maximum flexibility in printing reports. The arrows beside the field names indicate a drop-down box containing set values from which the user may choose. The person requesting the report may select any value in the drop-down boxes in any combination. This provides the capability of printing reports containing information required for a specific need.

Selection criteria fields are in the top left area of the report and have drop-down boxes used to select which students will be included in the report. You must select something from each of the drop-down boxes. If you want every student in the school for a particular school year, select 'all' from each of the drop-down boxes. If you want a particular sub-group of students for the school year, choose a value from each box that will include only those students. You may use a combination of 'all' and other values to narrow down the selected group of students.

A group of check boxes is displayed on the right side of the screen under 'student criteria'. Placing a check in one of these check boxes will create a report that includes only students who have data in that particular field and also meet the selection criteria listed in the drop-down boxes on the left side of the screen. For example: If a check has been placed in the 'disability' check box and 'all' was selected for each of the drop-down boxes, the subsequent report will include only students who have a disability listed in the disability field on the student enrollment screen. If 'preparatory' had been selected from the 'objective' drop-down box instead of all, the report in the example would print only preparatory students who have a value in the disability field.

Selection Criteria:

Institution

Select the school for which the report should be printed. If the person requesting the report has access to only one school's data, the 'institution' option will not be displayed and report will be printed using the data from the school to which the requester has access. If the person has access to multiple schools, the option to select a school will be available.

Effective Year

Select the school year for which the report is to be printed.

Dupe/Non Dupe

A duplicate (dupe) count report includes a student under each program in which he/she enrolled during the selected school year, even if the student enrolled in multiple

programs. A nonduplicated count report will include each student only once, even if the student was enrolled in more than one program during the school year. The multiple enrollment student will be included in the data for the program in which 'Federal Reporting' has been checked. The 'Federal Reporting' indicator is on the enrollment screen. Only one program at a time may have a check in the 'Federal Reporting' indicator and may be changed as needed.

Select 'Dupe' in this field if student data should be included under each program in which the student is enrolled during the selected school year. Select 'Non Dupe' if you want each student to be included in the report only once.

NOTE: Enrollment reports generated in TEDS are based on program enrollment. A student is counted once per program enrollment if the report is produced as 'duplicated' count. A student is counted only once in the program in which the Federal Report indicator is checked if the report is produced as 'non-duplicated' count.

Program (Name)

If you want to include the data for every program taught at your school, select 'all'. If you want to produce a report for only one program at your school, scroll down and select the appropriate program name.

Program Level

The program level refers to the education level of the program. Most schools provide only one level of programs, either secondary or post-secondary and would select 'all' for this field. Some schools teach both secondary and post-secondary programs. These schools would select 'all' to include both secondary and post-secondary programs in the report. Select either 'secondary' to include only secondary programs or 'post-secondary' to include only post-secondary programs in the report. 'Continuing education', 'apprenticeship', 'regulatory' and 'upgrade' are other program levels available for printing.

Program Definition

The 'program definition' refers to whether the program provides the opportunity for students to earn a credential if they finish the program. Students may earn a credential (program certificate, program diploma, associate degree) by enrolling in and completing a 'preparatory' program. 'Exploratory' activities are usually short-term, community education, upgrade or provide a sampling of several programs and do not provide the opportunity for completing a program and a credential. Select 'all' to include both preparatory and exploratory programs at your school. Select either preparatory or exploratory to include only those program sections.

Section

A section is an individual group or list of students in a program or activity. Many schools enter the data for their students into one section per program. Some schools need to separate groups of students and use multiple sections. Select 'all' to include the students in every program section or choose an individual section number.

Student Objective

Students are enrolled in preparatory programs as either 'preparatory' or 'exploring'. If you wish to include both preparatory and exploring students in the report, select 'all'. If you wish to include only preparatory or exploring students in the report, select that value from the drop-down box.

Termination Status

If you wish to include students who have exited programs during the selected school year as well as students who are still enrolled, choose 'all' from the drop-down box. If you

wish to include only students with a particular termination status, select that status from the drop-down box.

Education Level

Select 'all' to include all secondary grade levels and any post-secondary students enrolled at your school in the report. Select 'post-secondary' to include only post-secondary students. Choose the individual grade level for secondary students (12th grade for only seniors etc.) or high school for grades 9-12 inclusive. Secondary includes grades 7-12.

Student Criteria:

Special Pops

Click to place a checkmark in the box beside Special Pops if the report should contain data only for students who have any value in the Special Populations field on the Enrollment screen. This group would include all students who have 'single parent', 'single pregnant woman' or 'displaced homemaker' in the Special Populations field.

Single Parent

Click to place a checkmark in the box beside Single Parent if the report should contain data only for students who have 'single parent' in the Special Populations field on the Enrollment screen. This group would include only students who have 'single parent' in the Special Populations field.

Single Pregnant Woman

Click to place a checkmark in the box beside Single Parent if the report should contain data only for students who have 'single pregnant woman' in the Special Populations field on the Enrollment screen. This group would include only students who have 'single pregnant woman' in the Special Populations field.

Displaced Homemaker

Click to place a checkmark in the box beside Single Parent if the report should contain data only for students who have 'displaced homemaker' in the Special Populations field on the Enrollment screen. This group would include only students who have 'displaced homemaker' in the Special Populations field.

Disadvantage

Click to place a checkmark in the box beside Disadvantage if the report should contain data only for students who have a value of 'economic' in the 'disadvantage' field on the Enrollment screen.

Disability

Click to place a checkmark in the box beside Disability if the report should contain data only for students who have a value in the 'disability' field on the Enrollment screen.

Non-Trad Female

Click to place a checkmark in the box beside Non-Trad Female if the report should contain data only for students who are enrolled in a program non-traditional to females as identified by the U. S. Department of Labor. TEDS has been programmed to select the non-traditional programs automatically.

Non-Trad Male

Click to place a checkmark in the box beside Non-Trad Male if the report should contain data only for students who are enrolled in a program non-traditional to males as identified by the U. S. Department of Labor. TEDS has been programmed to select the non-traditional programs automatically.

LEP

Click to place a checkmark in the box beside LEP (limited English proficiency) if the report should contain data only for students who have a value in the 'LEP' field on the Enrollment screen.

Tech Prep

Click to place a checkmark in the box beside Tech Prep if the report should contain data only for students who have a check in the Tech Prep indicator on the Enrollment screen.

Pell Grant

Click to place a checkmark in the box beside Pell Grant if the report should contain data only for students who have a check in the Pell Grant box on the Sponsor By tab of the Enrollment screen.

504 Plan

Click to place a checkmark in the box beside '504 Plan' if the report should contain data only for students who have a value in the '504 plan' field on the Enrollment screen.

IEP

Click to place a checkmark in the box beside IEP if the report should contain data only for students who have a value in the 'IEP' field on the Enrollment screen.

Include Aggregate Data

Click to place a checkmark in the box beside Aggregate Data if data entered as totals on the Aggregate screen should be included with the regular enrollment data.

NOTE: Aggregate data cannot be unduplicated. Do not try to select 'non-duplicated' from the Dupe/Non-Dupe drop-down box and also 'Include Aggregate Data'. The two fields are incompatible and the report will not run if both are selected.

Groups Shown and Order

This is the area to select the sorting subtotals for the report. The fields will be sorted in the order shown top-to-bottom in the blank box to the right. The largest group should be at the top of the list, the smallest group at the bottom. For example, to sort the students from your school by program section, select 'Institution', then 'Program Section'.

To select a sort order for the report:

- Left click to select the largest group to be included on the report. Example: Institution
- Click on the arrows pointing toward the blank box.
- Select the next smallest group. Example: Program Area
- Click on the arrows pointing toward the blank box.
- Select the next smallest group. Example: Program Section
- Continue until each group to be sorted has been selected.

Format

Most TEDS reports can be formatted as standard TEDS reports, Excel worksheets or Word or PDF documents. The Format field defaults to the standard TEDS format for the report. If the report should be printed using another format, select the desired formatting style from the drop-down box.

Once you have selected something in each drop-down box at the top of the screen, selected the format and the sort order for the report, the report may be compiled, view onscreen and printed.

Printing the Report:

- Click the 'Build Report' button to compile the report.
- The report will be compiled and displayed on screen.
- Click the printer icon to send the report to the local printer if a hard copy of the report is needed.
- Click the 'Cancel' button to exit without printing the report.

14Aggregate Summary Report

The Aggregate Summary Report will include only the data entered from the Aggregate screen. Student enrollments entered individually on the Student Enrollment screen will not be included in this report. The Selection Criteria and Student Criteria choices are the same as for the regular Enrollment Report.

- Select 'Reports' from the Main Menu.
- Select 'Institution Reports' from the drop-down box.
- From the 'Select Report' screen:
 - Select Aggregate Summary as the report to be printed from the Report drop-down box.
 - The 'Agency' option will not be available to schools. It is for Central Office use only.
 - If your userid has access to more than one school, select a working school from the 'Institution ' drop-down box. If you have access to only one school, the school will be automatically selected.
 - Select the school year for the report from the 'Year' drop-down box.
 - Click Next.
- The Report Options screen for the selected report will be displayed.

The reports in TEDS have been designed to allow schools maximum flexibility in printing reports. The arrows beside the field names indicate a drop-down box containing set values from which the user may choose. The person requesting the report may select any value in the drop-down boxes in any combination. This provides the capability of printing reports containing information required for a specific need.

Selection criteria fields are in the top left area of the report and have drop-down boxes used to select which students will be included in the report. You must select something from each of the drop-down boxes. If you want every student in the school for a particular school year, select 'all' from each of the drop-down boxes. If you want a particular sub-group of students for the school year, choose a value from each box that will include only those students. You may use a combination of 'all' and other values to narrow down the selected group of students.

A group of check boxes is displayed on the right side of the screen under 'student criteria'. Placing a check in one of these check boxes will create a report that includes only students who have data in that particular field and also meet the selection criteria listed in the drop-down boxes on the left side of the screen. For example: If a check has been placed in the 'disability' check box and 'all' was selected for each of the drop-down boxes, the subsequent report will include only students who have a disability listed in the disability field on the student enrollment screen. If 'preparatory' had been selected from the 'objective' drop-down box instead of all, the report in the example would print only preparatory students who have a value in the disability field.

Selection Criteria:

Institution

Select the school for which the report should be printed. If the person requesting the report has access to only one school's data, the 'institution' option will not be displayed and report will be printed using the data from the school to which the requester has access. If the person has access to multiple schools, the option to select a school will be available.

Effective Year

Select the school year for which the report is to be printed.

Dupe/Non Dupe

A duplicate (dupe) count report includes a student under each program in which he/she enrolled during the selected school year, even if the student enrolled in multiple

programs. A nonduplicated count report will include each student only once, even if the student was enrolled in more than one program during the school year. The multiple enrollment student will be included in the data for the program in which 'Federal Reporting' has been checked. The 'Federal Reporting' indicator is on the enrollment screen. Only one program at a time may have a check in the 'Federal Reporting' indicator and may be changed as needed.

Select 'Dupe' in this field if student data should be included under each program in which the student is enrolled during the selected school year. Select 'Non Dupe' if you want each student to be included in the report only once.

NOTE: Enrollment reports generated in TEDS are based on program enrollment. A student is counted once per program enrollment if the report is produced as 'duplicated' count. A student is counted only once in the program in which the Federal Report indicator is checked if the report is produced as 'non-duplicated' count.

Program (Name)

If you want to include the data for every program taught at your school, select 'all'. If you want to produce a report for only one program at your school, scroll down and select the appropriate program name.

Program Level

The program level refers to the education level of the program. Most schools provide only one level of programs, either secondary or post-secondary and would select 'all' for this field. Some schools teach both secondary and post-secondary programs. These schools would select 'all' to include both secondary and post-secondary programs in the report. Select either 'secondary' to include only secondary programs or 'post-secondary' to include only post-secondary programs in the report. 'Continuing education', 'apprenticeship', 'regulatory' and 'upgrade' are other program levels available for printing.

Program Definition

The 'program definition' refers to whether the program provides the opportunity for students to earn a credential if they finish the program. Students may earn a credential (program certificate, program diploma, associate degree) by enrolling in and completing a 'preparatory' program. 'Exploratory' activities are usually short-term, community education, upgrade or provide a sampling of several programs and do not provide the opportunity for completing a program and a credential. Select 'all' to include both preparatory and exploratory programs at your school. Select either preparatory or exploratory to include only those program sections.

Section

A section is an individual group or list of students in a program or activity. Many schools enter the data for their students into one section per program. Some schools need to separate groups of students and use multiple sections. Select 'all' to include the students in every program section or choose an individual section number.

Student Objective

Students are enrolled in preparatory programs as either 'preparatory' or 'exploring'. If you wish to include both preparatory and exploring students in the report, select 'all'. If you wish to include only preparatory or exploring students in the report, select that value from the drop-down box.

Termination Status

If you wish to include students who have exited programs during the selected school year as well as students who are still enrolled, choose 'all' from the drop-down box. If you wish to include only students with a particular termination status, select that status from the drop-down box.

Education Level

Select 'all' to include all secondary grade levels and any post-secondary students enrolled at your school in the report. Select 'post-secondary' to include only post-secondary students. Choose the individual grade level for secondary students (12th grade for only seniors etc.) or high school for grades 9-12 inclusive. Secondary includes grades 7-12.

Student Criteria:

Special Pops

Click to place a checkmark in the box beside Special Pops if the report should contain data only for students who have any value in the Special Populations field on the Enrollment screen. This group would include all students who have 'single parent', 'single pregnant woman' or 'displaced homemaker' in the Special Populations field.

Single Parent

Click to place a checkmark in the box beside Single Parent if the report should contain data only for students who have 'single parent' in the Special Populations field on the Enrollment screen. This group would include only students who have 'single parent' in the Special Populations field.

Single Pregnant Woman

Click to place a checkmark in the box beside Single Parent if the report should contain data only for students who have 'single pregnant woman' in the Special Populations field on the Enrollment screen. This group would include only students who have 'single pregnant woman' in the Special Populations field.

Displaced Homemaker

Click to place a checkmark in the box beside Single Parent if the report should contain data only for students who have 'displaced homemaker' in the Special Populations field on the Enrollment screen. This group would include only students who have 'displaced homemaker' in the Special Populations field.

Disadvantage

Click to place a checkmark in the box beside Disadvantage if the report should contain data only for students who have a value of 'economic' in the 'disadvantage' field on the Enrollment screen.

Disability

Click to place a checkmark in the box beside Disability if the report should contain data only for students who have a value in the 'disability' field on the Enrollment screen.

Non-Trad Female

Click to place a checkmark in the box beside Non-Trad Female if the report should contain data only for students who are enrolled in a program non-traditional to females as identified by the U. S. Department of Labor. TEDS has been programmed to select the non-traditional programs automatically.

Non-Trad Male

Click to place a checkmark in the box beside Non-Trad Male if the report should contain data only for students who are enrolled in a program non-traditional to males as identified by the U. S. Department of Labor. TEDS has been programmed to select the non-traditional programs automatically.

LEP

Click to place a checkmark in the box beside LEP (limited English proficiency) if the report should contain data only for students who have a value in the 'LEP' field on the Enrollment screen.

Tech Prep

Click to place a checkmark in the box beside Tech Prep if the report should contain data only for students who have a check in the Tech Prep indicator on the Enrollment screen.

Pell Grant

Click to place a checkmark in the box beside Pell Grant if the report should contain data only for students who have a check in the Pell Grant box on the Sponsor By tab of the Enrollment screen.

504 Plan

Click to place a checkmark in the box beside '504 Plan' if the report should contain data only for students who have a value in the '504 plan' field on the Enrollment screen.

IEP

Click to place a checkmark in the box beside IEP if the report should contain data only for students who have a value in the 'IEP' field on the Enrollment screen.

Include Aggregate Data

This option is redundant since the report will only include aggregate data.

NOTE: Aggregate data cannot be unduplicated. Do not try to select 'non-duplicated' from the Dupe/Non-Dupe drop-down box and also 'Include Aggregate Data'. The two fields are incompatible and the report will not run if both are selected.

Groups Shown and Order

This is the area to select the sorting subtotals for the report. The fields will be sorted in the order shown top-to-bottom in the blank box to the right. The largest group should be at the top of the list, the smallest group at the bottom. For example, to sort the students from your school by program section, select 'Institution', then 'Program Section'.

To select a sort order for the report:

- Left click to select the largest group to be included on the report. Example: Institution
- Click on the arrows pointing toward the blank box.
- Select the next smallest group. Example: Program Area
- Click on the arrows pointing toward the blank box.
- Select the next smallest group. Example: Program Section
- Continue until each group to be sorted has been selected.

Format

Most TEDS reports can be formatted as standard TEDS reports, Excel worksheets or Word or PDF documents. The Format field defaults to the standard TEDS format for the report. If the

report should be printed using another format, select the desired formatting style from the drop-down box.

Once you have selected something in each drop-down box at the top of the screen, selected the format and the sort order for the report, the report may be compiled, view onscreen and printed.

Printing the Report:

- Click the 'Build Report' button to compile the report.
- The report will be compiled and displayed on screen.
- Click the printer icon to send the report to the local printer if a hard copy of the report is needed.
- Click the 'Cancel' button to exit without printing the report.

15Retention Follow-up Report

This report provides a breakdown of the number of students who responded to the Retention Follow-up by the type of employment status.

- Select 'Reports' from the Main Menu.
- Select 'Institution Reports' from the drop-down box.
- From the 'Select Report' screen:
 - Select Retention Follow-up Report as the report to be printed from the Report drop-down box.
 - The 'Agency' option will not be available to schools. It is for Central Office use only.
 - If your userid has access to more than one school, select a working school from the 'Institution ' drop-down box. If you have access to only one school, the school will be automatically selected.
 - Select the school year for the report from the 'Year' drop-down box.
 - Click Next.
- The Report Options screen for the selected report will be displayed.

The reports in TEDS have been designed to allow schools maximum flexibility in printing reports. The arrows beside the field names indicate a drop-down box containing set values from which the user may choose. The person requesting the report may select any value in the drop-down boxes in any combination. This provides the capability of printing reports containing information required for a specific need.

Selection criteria fields are in the top left area of the report and have drop-down boxes used to select which students will be included in the report. You must select something from each of the drop-down boxes. If you want every student in the school for a particular school year, select 'all' from each of the drop-down boxes. If you want a particular sub-group of students for the school year, choose a value from each box that will include only those students. You may use a combination of 'all' and other values to narrow down the selected group of students.

A group of check boxes is displayed on the right side of the screen under 'student criteria'. Placing a check in one of these check boxes will create a report that includes only students who have data in that particular field and also meet the selection criteria listed in the drop-down boxes on the left side of the screen. For example: If a check has been placed in the 'disability' check box and 'all' was selected for each of the drop-down boxes, the subsequent report will include only students who have a disability listed in the disability field on the student enrollment screen. If 'preparatory' had been selected from the 'objective' drop-down box instead of all, the report in the example would print only preparatory students who have a value in the disability field.

Selection Criteria:

Institution

Select the school for which the report should be printed. If the person requesting the report has access to only one school's data, the 'institution' option will not be displayed and report will be printed using the data from the school to which the requester has access. If the person has access to multiple schools, the option to select a school will be available.

Effective Year

Select the school year for which the report is to be printed.

Dupe/Non Dupe

A duplicate (dupe) count report includes a student under each program in which he/she enrolled during the selected school year, even if the student enrolled in multiple programs. A nonduplicated count report will include each student only once, even if the student was enrolled in more than one program during the school year. The multiple

enrollment student will be included in the data for the program in which 'Federal Reporting' has been checked. The 'Federal Reporting' indicator is on the enrollment screen. Only one program at a time may have a check in the 'Federal Reporting' indicator and may be changed as needed.

Select 'Dupe' in this field if student data should be included under each program in which the student is enrolled during the selected school year. Select 'Non Dupe' if you want each student to be included in the report only once.

NOTE: Enrollment reports generated in TEDS are based on program enrollment. A student is counted once per program enrollment if the report is produced as 'duplicated' count. A student is counted only once in the program in which the Federal Report indicator is checked if the report is produced as 'non-duplicated' count.

Program (Name)

If you want to include the data for every program taught at your school, select 'all'. If you want to produce a report for only one program at your school, scroll down and select the appropriate program name.

Program Level

The program level refers to the education level of the program. Most schools provide only one level of programs, either secondary or post-secondary and would select 'all' for this field. Some schools teach both secondary and post-secondary programs. These schools would select 'all' to include both secondary and post-secondary programs in the report. Select either 'secondary' to include only secondary programs or 'post-secondary' to include only post-secondary programs in the report.

Program Definition

The 'program definition' refers to whether the program provides the opportunity for students to earn a credential if they finish the program. Students may earn a credential (program certificate, program diploma, associate degree) by enrolling in and completing a 'preparatory' program. 'Exploratory' activities are usually short-term, community education, upgrade or provide a sampling of several programs and do not provide the opportunity for completing a program and a credential. Select 'all' to include both preparatory and exploratory programs at your school. Select either preparatory or exploratory to include only those program sections.

Section

A section is an individual group or list of students in a program or activity. Many schools enter the data for their students into one section per program. Some schools need to separate groups of students and use multiple sections. Select 'all' to include the students in every program section or choose an individual section number.

Student Objective

Students are enrolled in preparatory programs as either 'preparatory' or 'exploring'. If you wish to include both preparatory and exploring students in the report, select 'all'. If you wish to include only preparatory or exploring students in the report, select that value from the drop-down box.

Termination Status

If you wish to include students who have exited programs during the selected school year as well as students who are still enrolled, choose 'all' from the drop-down box. If you wish to include only students with a particular termination status, select that status from the drop-down box.

Education Level

Select 'all' to include all secondary grade levels and any post-secondary students enrolled at your school in the report. Select 'post-secondary' to include only post-secondary students. Choose the individual grade level for secondary students (12th grade for only seniors etc.) or high school for grades 9-12 inclusive. Secondary includes grades 7-12.

Student Criteria:

Special Pops

Click to place a checkmark in the box beside Special Pops if the report should contain data only for students who have any value in the Special Populations field on the Enrollment screen. This group would include all students who have 'single parent', 'single pregnant woman' or 'displaced homemaker' in the Special Populations field.

Single Parent

Click to place a checkmark in the box beside Single Parent if the report should contain data only for students who have 'single parent' in the Special Populations field on the Enrollment screen. This group would include only students who have 'single parent' in the Special Populations field.

Single Pregnant Woman

Click to place a checkmark in the box beside Single Parent if the report should contain data only for students who have 'single pregnant woman' in the Special Populations field on the Enrollment screen. This group would include only students who have 'single pregnant woman' in the Special Populations field.

Displaced Homemaker

Click to place a checkmark in the box beside Single Parent if the report should contain data only for students who have 'displaced homemaker' in the Special Populations field on the Enrollment screen. This group would include only students who have 'displaced homemaker' in the Special Populations field.

Disadvantage

Click to place a checkmark in the box beside Disadvantage if the report should contain data only for students who have a value of 'economic' in the 'disadvantage' field on the Enrollment screen.

Disability

Click to place a checkmark in the box beside Disability if the report should contain data only for students who have a value in the 'disability' field on the Enrollment screen.

Non-Trad Female

Click to place a checkmark in the box beside Non-Trad Female if the report should contain data only for students who are enrolled in a program non-traditional to females as identified by the U. S. Department of Labor. TEDS has been programmed to select the non-traditional programs automatically.

Non-Trad Male

Click to place a checkmark in the box beside Non-Trad Male if the report should contain data only for students who are enrolled in a program non-traditional to males as identified by the U. S. Department of Labor. TEDS has been programmed to select the non-traditional programs automatically.

LEP

Click to place a checkmark in the box beside LEP (limited English proficiency) if the report should contain data only for students who have a value in the 'LEP' field on the Enrollment screen.

Tech Prep

Click to place a checkmark in the box beside Tech Prep if the report should contain data only for students who have a check in the Tech Prep indicator on the Enrollment screen.

Pell Grant

Click to place a checkmark in the box beside Pell Grant if the report should contain data only for students who have a check in the Pell Grant box on the Sponsor By tab of the Enrollment screen.

504 Plan

Click to place a checkmark in the box beside '504 Plan' if the report should contain data only for students who have a value in the '504 plan' field on the Enrollment screen.

IEP

Click to place a checkmark in the box beside IEP if the report should contain data only for students who have a value in the 'IEP' field on the Enrollment screen.

Include Aggregate Data

Click to place a checkmark in the box beside Aggregate Data if data entered as totals on the Aggregate screen should be included with the regular enrollment data.

NOTE: Aggregate data cannot be unduplicated. Do not try to select 'non-duplicated' from the Dupe/Non-Dupe drop-down box and also 'Include Aggregate Data'. The two fields are incompatible and the report will not run if both are selected.

Groups Shown and Order

This is the area to select the sorting subtotals for the report. The fields will be sorted in the order shown top-to-bottom in the blank box to the right. The largest group should be at the top of the list, the smallest group at the bottom. For example, to sort the students from your school by program section, select 'Institution', then 'Program Section'.

To select a sort order for the report:

- Left click to select the largest group to be included on the report. Example: Institution
- Click on the arrows pointing toward the blank box.
- Select the next smallest group. Example: Program Area
- Click on the arrows pointing toward the blank box.
- Select the next smallest group. Example: Program Section
- Continue until each group to be sorted has been selected.

Format

Most TEDS reports can be formatted as standard TEDS reports, Excel worksheets or Word or PDF documents. The Format field defaults to the standard TEDS format for the report. If the report should be printed using another format, select the desired formatting style from the drop-down box.

Once you have selected something in each drop-down box at the top of the screen, selected the format and the sort order for the report, the report may be compiled, view onscreen and printed.

Printing the Report:

- Click the 'Build Report' button to compile the report.
- The report will be compiled and displayed on screen.
- Click the printer icon to send the report to the local printer if a hard copy of the report is needed.
- Click the 'Cancel' button to exit without printing the report.

16 Compare Enrollment Report

The Compare Enrollment Report allows the user to compare the enrollment at his/her school with another school for the same school year. The report will print the name(s) of any student(s) who have enrollment records at both schools. The SSN and program(s) in which the student is enrolled at each school are also listed on the report.

- Select 'Reports' from the Main Menu.
- Select 'Institution Reports' from the drop-down box.
- From the 'Select Report' screen:
 - Select Compare Enrollment as the report to be printed from the Report drop-down box.
 - The 'Agency' option will not be available to schools. It is for Central Office use only.
 - If your userid has access to more than one school, select a working school from the 'Institution ' drop-down box. If you have access to only one school, the school will be automatically selected.
 - Select the school year for the report from the 'Year' drop-down box.
 - Click Next.
- The Report Options screen for the selected report will be displayed.

The reports in TEDS have been designed to allow schools maximum flexibility in printing reports. The arrows beside the field names indicate a drop-down box containing set values from which the user may choose. The person requesting the report may select any value in the drop-down boxes in any combination. This provides the capability of printing reports containing information required for a specific need.

Selection criteria fields are in the top left area of the report and have drop-down boxes used to select which students will be included in the report. You must select something from each of the drop-down boxes. If you want every student in the school for a particular school year, select 'all' from each of the drop-down boxes. If you want a particular sub-group of students for the school year, choose a value from each box that will include only those students. You may use a combination of 'all' and other values to narrow down the selected group of students.

A group of check boxes is displayed on the right side of the screen under 'student criteria'. Placing a check in one of these check boxes will create a report that includes only students who have data in that particular field and also meet the selection criteria listed in the drop-down boxes on the left side of the screen. For example: If a check has been placed in the 'disability' check box and 'all' was selected for each of the drop-down boxes, the subsequent report will include only students who have a disability listed in the disability field on the student enrollment screen. If 'preparatory' had been selected from the 'objective' drop-down box instead of all, the report in the example would print only preparatory students who have a value in the disability field.

Selection Criteria:

Institution

Select the school for which the report should be printed. If the person requesting the report has access to only one school's data, the 'institution' option will not be displayed and report will be printed using the data from the school to which the requester has access. If the person has access to multiple schools, the option to select a school will be available.

Effective Year

Select the school year for which the report is to be printed.

Dupe/Non Dupe

A duplicate (dupe) count report includes a student under each program in which he/she enrolled during the selected school year, even if the student enrolled in multiple programs. A nonduplicated count report will include each student only once, even if the

student was enrolled in more than one program during the school year. The multiple enrollment student will be included in the data for the program in which 'Federal Reporting' has been checked. The 'Federal Reporting' indicator is on the enrollment screen. Only one program at a time may have a check in the 'Federal Reporting' indicator and may be changed as needed.

Select 'Dupe' in this field if student data should be included under each program in which the student is enrolled during the selected school year. Select 'Non Dupe' if you want each student to be included in the report only once.

NOTE: Enrollment reports generated in TEDS are based on program enrollment. A student is counted once per program enrollment if the report is produced as 'duplicated' count. A student is counted only once in the program in which the Federal Report indicator is checked if the report is produced as 'non-duplicated' count.

Program (Name)

If you want to include the data for every program taught at your school, select 'all'. If you want to produce a report for only one program at your school, scroll down and select the appropriate program name.

Program Level

The program level refers to the education level of the program. Most schools provide only one level of programs, either secondary or post-secondary and would select 'all' for this field. Some schools teach both secondary and post-secondary programs. These schools would select 'all' to include both secondary and post-secondary programs in the report. Select either 'secondary' to include only secondary programs or 'post-secondary' to include only post-secondary programs in the report. 'Continuing education', 'apprenticeship', 'regulatory' and 'upgrade' are other program levels available for printing.

Program Definition

The 'program definition' refers to whether the program provides the opportunity for students to earn a credential if they finish the program. Students may earn a credential (program certificate, program diploma, associate degree) by enrolling in and completing a 'preparatory' program. 'Exploratory' activities are usually short-term, community education, upgrade or provide a sampling of several programs and do not provide the opportunity for completing a program and a credential. Select 'all' to include both preparatory and exploratory programs at your school. Select either preparatory or exploratory to include only those program sections.

Section

A section is an individual group or list of students in a program or activity. Many schools enter the data for their students into one section per program. Some schools need to separate groups of students and use multiple sections. Select 'all' to include the students in every program section or choose an individual section number.

Student Objective

Students are enrolled in preparatory programs as either 'preparatory' or 'exploring'. If you wish to include both preparatory and exploring students in the report, select 'all'. If you wish to include only preparatory or exploring students in the report, select that value from the drop-down box.

Termination Status

If you wish to include students who have exited programs during the selected school year as well as students who are still enrolled, choose 'all' from the drop-down box. If you wish to include only students with a particular termination status, select that status from the drop-down box.

Education Level

Select 'all' to include all secondary grade levels and any post-secondary students enrolled at your school in the report. Select 'post-secondary' to include only post-secondary students. Choose the individual grade level for secondary students (12th grade for only seniors etc.) or high school for grades 9-12 inclusive. Secondary includes grades 7-12.

Student Criteria:

Special Pops

Click to place a checkmark in the box beside Special Pops if the report should contain data only for students who have any value in the Special Populations field on the Enrollment screen. This group would include all students who have 'single parent', 'single pregnant woman' or 'displaced homemaker' in the Special Populations field.

Single Parent

Click to place a checkmark in the box beside Single Parent if the report should contain data only for students who have 'single parent' in the Special Populations field on the Enrollment screen. This group would include only students who have 'single parent' in the Special Populations field.

Single Pregnant Woman

Click to place a checkmark in the box beside Single Parent if the report should contain data only for students who have 'single pregnant woman' in the Special Populations field on the Enrollment screen. This group would include only students who have 'single pregnant woman' in the Special Populations field.

Displaced Homemaker

Click to place a checkmark in the box beside Single Parent if the report should contain data only for students who have 'displaced homemaker' in the Special Populations field on the Enrollment screen. This group would include only students who have 'displaced homemaker' in the Special Populations field.

Disadvantage

Click to place a checkmark in the box beside Disadvantage if the report should contain data only for students who have a value of 'economic' in the 'disadvantage' field on the Enrollment screen.

Disability

Click to place a checkmark in the box beside Disability if the report should contain data only for students who have a value in the 'disability' field on the Enrollment screen.

Non-Trad Female

Click to place a checkmark in the box beside Non-Trad Female if the report should contain data only for students who are enrolled in a program non-traditional to females as identified by the U. S. Department of Labor. TEDS has been programmed to select the non-traditional programs automatically.

Non-Trad Male

Click to place a checkmark in the box beside Non-Trad Male if the report should contain data only for students who are enrolled in a program non-traditional to males as identified by the U. S. Department of Labor. TEDS has been programmed to select the non-traditional programs automatically.

LEP

Click to place a checkmark in the box beside LEP (limited English proficiency) if the report should contain data only for students who have a value in the 'LEP' field on the Enrollment screen.

Tech Prep

Click to place a checkmark in the box beside Tech Prep if the report should contain data only for students who have a check in the Tech Prep indicator on the Enrollment screen.

Pell Grant

Click to place a checkmark in the box beside Pell Grant if the report should contain data only for students who have a check in the Pell Grant box on the Sponsor By tab of the Enrollment screen.

504 Plan

Click to place a checkmark in the box beside '504 Plan' if the report should contain data only for students who have a value in the '504 plan' field on the Enrollment screen.

IEP

Click to place a checkmark in the box beside IEP if the report should contain data only for students who have a value in the 'IEP' field on the Enrollment screen.

Include Aggregate Data

Click to place a checkmark in the box beside Aggregate Data if data entered as totals on the Aggregate screen should be included with the regular enrollment data.

NOTE: Aggregate data cannot be unduplicated. Do not try to select 'non-duplicated' from the Dupe/Non-Dupe drop-down box and also 'Include Aggregate Data'. The two fields are incompatible and the report will not run if both are selected.

Groups Shown and Order

This is the area to select the sorting subtotals for the report. The fields will be sorted in the order shown top-to-bottom in the blank box to the right. The largest group should be at the top of the list, the smallest group at the bottom. For example, to sort the students from your school by program section, select 'Institution', then 'Program Section'.

To select a sort order for the report:

- Left click to select the largest group to be included on the report. Example: Institution
- Click on the arrows pointing toward the blank box.
- Select the next smallest group. Example: Program Area
- Click on the arrows pointing toward the blank box.
- Select the next smallest group. Example: Program Section
- Continue until each group to be sorted has been selected.

Format

Most TEDS reports can be formatted as standard TEDS reports, Excel worksheets or Word or PDF documents. The Format field defaults to the standard TEDS format for the report. If the report should be printed using another format, select the desired formatting style from the drop-down box.

Once you have selected something in each drop-down box at the top of the screen, selected the format and the sort order for the report, the report may be compiled, view onscreen and printed.

Printing the Report:

- Click the 'Build Report' button to compile the report.

-
- The report will be compiled and displayed on screen.
 - Click the printer icon to send the report to the local printer if a hard copy of the report is needed.
 - Click the 'Cancel' button to exit without printing the report.

T & D Report

The Training & Development Report prints data entered using the T & D screen. If a school has not entered data on the T & D screen, they would not use this report. See Chapter 11/T & D for information concerning T & D programs.

To generate the T & D Report:

- Select 'Reports' from the main menu.
- Select 'T & D' from the drop-down box.
- The 'Training and Development Report – Options' screen will be displayed.
- Enter the 'Date From' as the beginning date for the report.
- Enter the 'Date To' as the ending date for the report.
- Select the 'Activity Location' from the drop-down box.
 - All – Every activity location will be included in the report.
 - Industry – Only activities with 'Industry' as the 'Location' on the 'Activity Maintenance' screen will be included in the report.
 - Educational facility – Only activities with 'Educational Facility' as the 'Location' on the 'Activity Maintenance' screen will be included in the report.
 - Other - Only activities with 'Other' as the 'Location' on the 'Activity Maintenance' screen will be included in the report.
- Select the subtotals and sort order to be used in the report. Leave the checkmark in the box to include a subtotal for and sort by the grouping. Any combination of checkmark and blank boxes may be used to designate the sorting and subtotals desired. TEDS will sort from top to bottom beginning with the first grouping with a checkmark in the box, then the next one with a checkmark etc.
 - Sort by Company – Sort all projects and activities by the company name.
 - Sort by Project – Sort all projects and activities for all companies by the project name.
 - Sort by Activity – Sort all activities for all companies and projects by the activity name.

NOTE: The report automatically defaults to printing the report by company, with its associated projects and activities in alphabetical order.
- Select the type of 'Report Format' desired.

NOTE: The 'Default' report format may be viewed on screen and printed but cannot be saved for later use.
- Click 'Build Report'.
- The report will compile and be shown on screen.
- Click the printer icon to send it to the local printer.
- Click cancel to exit the report without printing.

17T & D Report

The Training & Development Report prints data entered using the T & D screen. If a school has not entered data on the T & D screen, they would not use this report. See Chapter 11/T & D for information concerning T & D programs.

To generate the T & D Report:

- Select 'Reports' from the main menu.
- Select 'T & D' from the drop-down box.
- The 'Training and Development Report – Options' screen will be displayed.
- Enter the 'Date From' as the beginning date for the report.
- Enter the 'Date To' as the ending date for the report.
- Select the 'Activity Location' from the drop-down box.
 - All – Every activity location will be included in the report.
 - Industry – Only activities with 'Industry' as the 'Location' on the 'Activity Maintenance' screen will be included in the report.

-
- Educational facility – Only activities with 'Educational Facility' as the 'Location' on the 'Activity Maintenance' screen will be included in the report.
 - Other - Only activities with 'Other' as the 'Location' on the 'Activity Maintenance' screen will be included in the report.
 - Select the subtotals and sort order to be used in the report. Leave the checkmark in the box to include a subtotal for and sort by the grouping. Any combination of checkmark and blank boxes may be used to designate the sorting and subtotals desired. TEDS will sort from top to bottom beginning with the first grouping with a checkmark in the box, then the next one with a checkmark etc.
 - Sort by Company – Sort all projects and activities by the company name.
 - Sort by Project – Sort all projects and activities for all companies by the project name.
 - Sort by Activity – Sort all activities for all companies and projects by the activity name.

NOTE: The report automatically defaults to printing the report by company, with its associated projects and activities in alphabetical order.
 - Select the type of 'Report Format' desired.

NOTE: The 'Default' report format may be viewed on screen and printed but cannot be saved for later use.
 - Click 'Build Report'.
 - The report will compile and be shown on screen.
 - Click the printer icon to send it to the local printer.

13. APPENDIX A – CODE VALUES

Agency (Central Office use only)

Department of Education (KDE)
Department of Technical Education (DTE)
KCTCS
University
KDE-Locally Operated Area Technology Centers

Co-Op Company relationship

Advisory/craft committee member
Co-op employer
Contributor/donor
Graduate employer
Training and Development

Company Relationship

Advisory/Craft committee member
Co-op employer
Contributor/donor
Graduate employer
School partner
Training and Development

Credential Level (Awards)

Associate degree
Certificate
Diploma
Technical degree
Skills Standards certificate
(will be adding names of specialized industry certificates when available)

Disability

Mild mental disability
Functional mental disability
Hearing impairment
Autism
Speech/Language impairment
Visual Impairment
Emotional behavioral disability
Orthopedic impairment or physical
Other health impairment
Deaf/Blind
Multiple disabilities
Specific learning disability

Disadvantaged Conditions

Economic
Academic
Both

Education Level

7th grade
8th grade
9th grade
10th grade
11th grade
12th grade
Post-secondary
Secondary (grades 7-12)
High School (grades 9-12)

Institution Type

Community College
Correctional Facility
High School
Locally Operated Area Center
Middle School
Private
State Operated Area Technology Center
Technical College
University (associate degree programs only)
Community and Technical College

Institution Owner

Independent
Local
Private
Public
State operated

Instruction Method (T&D)

Classroom
OJT

Instruction Type (T&D)

Consultant
Educational Institution
In House

Instructor full/part time

Dual
Full time
Part time

Instructor Rank**

Emergency
III – Instructor has Rank III certification
II – Instructor has Rank II certification
I – Instructor has Rank I certification

** Data field discontinued after 2001-2002 school year. Table values retained for historical purposes.

Instructor Type**

Clerical/secretarial
Co-op coordinator
Dept of Ed/Frankfort
Executive, admin, managerial
Faculty
Instruction/research assistance
KY Tech/Frankfort
Other professional
Service Maintenance
Skilled crafts
T & D specialists
Technical and paraprofessionals

** Data field discontinued after 2001-2002 school year. Table values retained for historical purposes.

Organization Activity

DECA
FBLA
FCCLA
FFA
FHA
HERO
HOSA
PBL
Skills USA / VICA
TSA
YFA

Program Level

Secondary
Post-secondary
Apprenticeship
Customized
Upgrade
Regulatory

Program Definition

Exploratory
Preparatory
Tech Prep

Race

Other
Black, non-Hispanic
American Indian / Native Alaskan
Asian / Pacific Islander
Hispanic
White, non-Hispanic

Special Populations

Disability
Displace homemaker
Economically disadvantaged
Enrolled in program non-traditional to gender
Having limited English (LEP)
Single parent
Single pregnant woman

Sponsored By

Dept of Rehabilitation
Employer
Pell Grant
Police / Fire Fighter waiver
Scholarship
TAA / TRA
Veterans
Worker's Compensation
Workforce Investment Act

Student Objective

Exploratory
Preparatory

Termination Status

Completed technical/finishing academic
Completer
Completer and high school graduate
Completer and not high school graduate
Delayed return to secondary program
Early leaver w/marketable skills
Exploratory exit
Graduated without completing program
Leaver
Transfer

Termination Status (No longer used)

Completed secondary part of a 2+2 program
Continuing in program
Deceased
Left school without completing/graduating
No show
Secondary to post-secondary

Training Category (T&D)

Interpersonal work skills
Soft skills
Tech skills

Work-Based Learning Type

Clinical experience
Co-operative education
Entrepreneurial program
Internship
Mentoring
Practicum
Registered apprenticeship
Registered pre-apprenticeship
School-based enterprise

APPENDIX B / IMPORT FILE LAYOUT

The required fields for each record type are displayed in bold type.

Student Demographics **Char (154)**

Record Type	Char (1) value 'D'
SSN	Char (9)
Last Name	Char (30)
First Name	Char (16)
Middle Init	Char (1)
Date of Birth	Char (10) mm/dd/ccyy
Student Race	Char (3) e.g. (1__) see codes table
Gender	Char (1) M, F
Institution Number	Char (9)
Organizations	Char (3) e.g. (10 __) * see codes table
Street	Char (40)
City	Char (20)
State	Char (2)
Zip-5	Char (5)
Zip-4	Char (4)

* Fill in these fields only if applicable to this student, otherwise they may be blank.

Student Enrollment

Char (174)

Record Type	Char (1) value 'E' (It'll detect if that is an insert/update)
SSN	Char (9)
Last Name	Char (30)
Enrollment Date	Char (10) mm/dd/ccyy
Institution Number	Char (9)
Effective Year	Char (9) ccyy-ccyy (exactly one year difference)
Program Section Number	Char (3) integer
Student Education Level	Char (3) e.g. (4_ _) see codes table
Student Attendance hours	Char (5) (99.99 decimal)
CIP Code	Char (12)
Student Objective	Char (3) e.g. (2_ _) see codes table
Disadvantaged	Char (3) e.g. (3_ _) * see codes table
Disability	Char (3) e.g. (A_ _) * see codes table
Sponsored By	Char (3) e.g. (12_ _) * see codes table
Special Populations	Char (3) e.g. (1_ _) * see codes table
Tech Prep	Char (1) Y, N *
LEP (Limited English)	Char (1) Y, N *
IEP	Char (1) Y, N *
GPA	Char (5) 9.999 Cumulative to date
Termination Status	Char (2) * see codes table
Termination Date	Char (10) mm/dd/ccyy *
ONET Code Earned	Char (32) * see codes table
ONET Code Date	Char (10) mm/dd/ccyy *
504 Plan	Char (1) Y, N *
Skills Standards	Char (1) Y, N *
Work Based Learning	Char (2) * see codes table
Credential Earned	Char (2) * see codes table

* Fill in these fields only if applicable to this student, otherwise they may be blank.

Code Name	Code	TEDS Value
Credential Earned	1	Associate Degree
	6	Career Major Certificate
	7	Certificate of Achievement
	8	High School Diploma
	3	Program Certificate
	2	Program Diploma
	5	Skills Standard Certificate
	4	Technical Degree
Disability	A	Mild mental disability
	B	Functional mental disability
	C	Hearing impairment
	D	Autism
	E	Speech/Language impairment
	F	Visual Impairment
	G	Emotional behavioral disability
	H	Orthopedic impairment or physical
	I	Other health impairment
	J	Deaf/Blind
	K	Multiple disabilities
	L	Specific learning disability
	M	Developmental delay
	N	Traumatic brain injury
Disadvantaged Conditions	1	Economic
Education Level	1	7 th grade
	2	8 th grade
	3	9 th grade
	4	10 th grade
	5	11 th grade
	6	12 th grade
	7	Post-secondary
	8	Continuing
Organization Activity	1	VICA
	2	PBL
	3	FBLA

	4	HOSA
	5	DECA
	6	FFA
	7	FHA
	8	TSA
	9	HERO
	10	YFA
	11	FCCLA
Race	1	Other
	2	Black, non-Hispanic
	3	American Indian / Native Alaskan
	4	Asian / Pacific Islander
	5	Hispanic
	6	White, non-Hispanic
Special Populations	1	Single parent
	2	Single pregnant woman
	3	Displace homemaker
	4	Other barrier to education
Sponsored By	1	
	2	
	3	
	4	
	5	
	6	Veterans
	7	Dept of Rehabilitation
	8	Employer
	9	Scholarship
	10	Pell Grant
	11	Workforce Investment Act
	12	Police / Fire Fighter waiver
	13	Worker's Compensation
	14	TAA / TRA
Student Objective	2	Exploring
	3	Preparatory
Work Based Learning	1	Clinical Experience

2	Cooperative Education
3	Entrepreneurial Program
4	Internship
5	Mentoring
8	School-Based Enterprise
9	Service Learning
10	Shadowing
11	Work Experience
12	Practicum
7	Registered Apprenticeship
6	Registered Pre-Apprenticeship

Appendix C - QUICK REFERENCE

Complete instructions for each function in the Quick Reference section are available under the regular chapter headings. These instructions include the steps without the explanations.

TO SET UP A NEW PROGRAM SECTION

Select Student/Section from the menu bar at the top of the screen.
Select the school year. Click Next.
Select the program name. Click Next.
Click on 'New Section' on the Section Selection screen.
Fill in the data fields for the new section.
Click Save.
Click Close.

TO EDIT AN EXISTING PROGRAM SECTION'S DATA

Select Student/Section from the menu bar at the top of the screen.
Select the school year. Click Next.
Select the program name. Click Next.
Select the section name. Click Next.
Select Edit Section.
Make the necessary changes.
Click Save.
Click Close.

TO VIEW A CLASS LIST ON SCREEN

Select Student/Section from the menu bar at the top of the screen.
Select the school year. Click Next.
Select the program name. Click Next.
Select the section name. Click Next.
Select Class List.
A list of students already enrolled in the selected year and program section will be displayed.
Click the Print button to send the information shown on screen to the local printer.

TO EDIT STUDENT DATA FOR A STUDENT FROM THE CLASS LIST SCREEN

Demographic data:

Follow the steps to display the Class List on screen.
Highlight the name of the student.
Click the Demographic button.
The student's demographic record will be displayed.
Make the necessary changes.
Click Save.

Enrollment data:

Follow the steps to display the Class List on screen.
Highlight the name of the student.
Click the Enrollment button.

- The student's enrollment record will be displayed. Data previously entered on the Add New screen will be displayed. Additional data fields will also be displayed. There are four tabs to the enrollment screen:
- Enrollment – This screen contains the standard enrollment, special populations and termination data fields. Each field may be edited as needed.
- Sponsored By – A checklist of possible sponsors for post-secondary students is displayed on this screen. Click in the box beside the sponsor's name to select it.

-
- O*Net Codes – The 'O*Net Dictionary of Occupational Titles' lists the level of the occupational codes that may be assigned by vocational-technical programs. The current award titles are listed for the program in which the student is enrolled. Click in the box beside the title(s) to select it.
 - Industry Certificates – The names of certification granted by industry is displayed on the screen. Click in the box beside the certificate name to select it.
 - Click Save.

TO ADD A STUDENT TO A PROGRAM SECTION

Follow the steps to display the Class List on screen.

If the student's name is not shown on screen in the Class List, click Add New.

Search for the student's name. The search process will check the statewide student database to determine whether a demographic record already exists for the student.

- ❖ If the student's name is returned in the results of the search:
 - Click on the student's name to highlight it.
 - Click Select.
 - The selected student's demographic record will be displayed with the necessary enrollment data fields at the bottom of the screen.
 - Make any necessary changes to the demographic data.
 - Enter the enrollment data.
 - Click Save.
 - The student will be enrolled in the selected program section.
 - The message 'The student has been added to the section' will be displayed.
- ❖ If the student's name is not returned in the results of the search:
 - Click Add New.
 - A blank set of demographic data fields will be displayed with the necessary enrollment data fields at the bottom of the screen.
 - Enter the demographic and enrollment data.
 - Click Save.
 - The student will be enrolled in the selected program section.
 - The message 'The student has been added to the section' will be displayed.

TO COPY A STUDENT'S ENROLLMENT RECORD

- If your userid has access to more than one school, be sure that you are signed in to the correct school.
- Select Section from the Student option on the menu bar at the top of the screen.
- Select the school year. Click Next.
- Select the program name in which the student is to be enrolled. Click Next.
- Select the section name in which the student is to be enrolled. Click Next.
- Click on the Class List option.
- Highlight the name of the student whose enrollment is to be copied from the selected program section.
- Click the Copy Enrollment button.
- The 'Enrollment Copy From' area lists the student's current enrollment information (school, school year, program and section names) at the top of the screen. The bottom part of the screen contains the 'Enrollment Copy To' area. Select either the program name or CIP Code in which you want to enroll the student from drop-down box. Click Next.
- The student's current enrollment data is still displayed in the 'Enrollment Copy From' area. The program name selected on the previous screen will be listed in the 'Enrollment Copy To' area. Select the section name in which you want to enroll the student from drop-down box. Click Next.
- The student's current enrollment information is displayed in the 'Enrollment Copy From' area. The program and section in which the student will be enrolled is displayed in the 'Enrollment Copy To' area at the bottom of the screen. Check this information to be sure that the correct information is being displayed for the student. Click Copy Enrollment.
- The student will now be enrolled in the new program section.

-
- Repeat for each student in the selected program section whose enrollment record is to be deleted.
 - Verify that each student is enrolled in the new program sections.
 - If necessary, the original program enrollment record may be deleted from the Class List screen.
 - Do not delete the original enrollment if the student was actually enrolled in that program section during the school year.

TO DELETE A STUDENT FROM A PROGRAM SECTION

- Select Student/Section from the main menu.
- Select the school year, program name/CIP and section name.
- Click 'Class List'.
- Highlight the name of the student record to be deleted.
- Click the 'Delete' button on the bottom of the screen.

If a message is displayed saying that the record cannot be deleted because it is being referenced by another record:

- Highlight the name of the student record to be deleted.
- Click 'Enrollment'.
- Click the 'Sponsor By' tab.
- If there is a checkmark in the box beside a sponsor's name, click the checkmark to remove it.
- Click 'Save'.
- Click the 'O*Net Codes' tab.
- If there is a checkmark in the box beside a O*Net name, click the checkmark to remove it.
- Click 'Save'.
- Click the 'Industry Certificate' tab.
- If there is a checkmark in the box beside a certificate name, click the checkmark to remove it.
- Click 'Save'.
- Click the 'Credentials' tab.
- If there is a checkmark in the box beside a credential name, click the checkmark to remove it.
- Click 'Save'.
- Click the 'WBL' (Work Based Learning) tab.
- If there is a checkmark in the box beside any WBL activity, click the checkmark to remove it.
- Click 'Save'.
- Once all data has been deleted from each screen/tab, repeat the steps to delete the record.

If the same message is displayed, the student probably has a student and/or employer follow-up record that must be deleted.

- Close/minimize the current screen.
- Find the document number for the student's follow-up record.
 - Click Follow-up on the main menu.
 - Select 'Follow-up Letters'.
 - Click the small circle beside 'Student'
 - Select the school year.
 - Click 'Build Report'. TEDS will display a list of student names by program section.
 - Find the 'Document Number' beside the student's name on the list for his/her program.
 - Click 'Close'.
- Delete the document number for the student's follow-up record.

-
- Click Follow-up on the main menu.
 - Select 'Follow-up Information'.
 - Click the small circle beside 'Student'
 - Select the school year.
 - Enter the 'Document Number' for the student's follow-up form.
 - Click 'Select'. The student's follow-up record will be displayed on screen.
 - Click the 'Delete' button at the bottom of the screen.
 - Click 'Yes' to verify that the record should be deleted.
 - Click 'Close'.
 - Repeat these steps to delete the Employer Follow-up record.
 - Return to the Student/Section/Class List screen and delete the record.
- If the record still cannot be deleted, please email Sarah with the information.

TO ENTER TERMINATION DATA FOR A GROUP OF STUDENTS

- Follow the steps to display the Class List on screen.
- Select Termination.
- The list of students enrolled in the program section will be displayed. The objective, termination status and termination date may be maintained from this screen for a single student, a group of students or all students in the list.
- Enter a default termination date in the field. This date will automatically be entered for each student that has a termination status selected.
- Select the appropriate termination status from the drop-down box.
- The student objective is also displayed on this screen. Be sure that the termination status is appropriate for the student objective. The objective can be edited if needed.

TO ENTER TERMINATION DATA FOR A SINGLE STUDENT

Termination data for an individual student may be entered using the same Termination screen that is used to enter termination data for a group of students. Individual termination data may also be entered on the students Enrollment screen.

TO ASSIGN/REMOVE A STAFF PERSON TO A PROGRAM SECTION

Follow the steps to display the Class List on screen.

- Click Staff.
- The names of staff already assigned to the school will be displayed on the Staff-To-Section screen. Staff assigned to the selected program section will be shown at the top of the list with a check mark beside the name.

❖ To List A Staff Person As Teacher:

- Click Add New.
A list of staff names already assigned to the school will be displayed in the Selected Staff box.
- Key the name of the staff person to be added to the program section and click Display Available Staff.
The system will search the statewide list of staff already entered in the database and return the results of the search in the Available Staff box.
- If the name of the staff person is returned in the search results, highlight the name and click the button with the arrows to move the staff person to the 'Selected Staff' box.
 - Highlight the name of the staff person and click the Edit Staff button to update the staff person's demographic data.
 - If the name of the staff person is not returned in the search results, click Add New. Enter the demographic data for the staff person.
Click Save.

-
- The staff person will be added to the statewide list and also assigned to the school. The name will be displayed in the Selected Staff box.
 - Click Close to return to the Staff-To-Section screen.
 - Click on the box beside the staff person's name to assign the staff person to the selected program section.
 - Click Save.

TO REMOVE A STAFF PERSON FROM THE LIST

- Click Add New.
- Click on the check mark beside the name of the staff person who is no longer teaching the program section.
- Click Save.

TO EDIT PROGRAM SECTION DATA

- Follow the steps to display the Class List for the program section on screen.
- Click Edit Section.
- Make the necessary corrections.
- Click Save.
- Click Close.

TO GENERATE STUDENT FOLLOW-UP FORMS AND LISTS

Printing Student Follow-up Forms

- Select Follow-up from the menu bar at the top of the screen.
- Select Follow-up Letters from the drop-down box.
- Click on the circle beside 'Student' to select it.
- Select the school year.
- Click on Print Letters.
- Click the printer icon to send the follow-up forms to the local printer.

Printing the Student Follow-up List

- Select Follow-up from the menu bar at the top of the screen.
- Select Follow-up Letters from the drop-down box.
- Click on the circle beside 'Student' to select it.
- Select the school year.
- Click on Print Report.
- The report will be displayed on screen.
- Click the printer icon to send the summary report to the local printer.

TO GENERATE EMPLOYER FOLLOW-UP FORMS AND LISTS

Printing the Employer Follow-up Letters

- Select Follow-up from the menu bar at the top of the screen.
- Select Follow-up Letters from the drop-down box.
- Click on the circle beside 'Employer' to select it.
- Select the school year.
- Click on Print Letters.
- Click on the printer icon to send the follow-up forms to the local printer.

Printing the Employer Follow-up List

- Select Follow-up from the menu bar at the top of the screen.
- Select Follow-up Letters from the drop-down box.
- Click on the circle beside 'Employer' to select it.
- Select the school year.
- Click on Print Report.
- The report will be displayed on screen.
- Click the printer icon to send the summary report to the local printer.

TO GENERATE RETENTION FOLLOW-UP FORMS AND LISTS

Printing the Retention Follow-up Letters

- Select Follow-up from the menu bar at the top of the screen.
- Select Follow-up Letters from the drop-down box.
- Click on the circle beside 'Retention' to select it.
- Select the school year.
- Click on Print Letters.
- The forms will be displayed on screen.
- Click the printer icon to send the follow-up forms to the local printer.

Printing the Retention Follow-up List

- Select Follow-up from the menu bar at the top of the screen.
- Select Follow-up Letters from the drop-down box.
- Click on the circle beside 'Retention' to select it.
- Select the school year.
- Click on Print Letters.
- The forms will be displayed on screen.
- Click the printer icon to send the follow-up forms to the local printer.
- The forms will be displayed on screen.
- Click the printer icon to send the follow-up forms to the local printer.

ENTERING FOLLOW-UP DATA:

Entering Student Follow-up Data

- Select Follow-up from the menu bar at the top of the screen.
- Select Follow-up Information from the drop-down box.
- Click on the circle beside 'Student' to select it.
- Select the school year.
- Enter the document number printed on the student follow-up form in the 'Document #' field.
- Hit the Tab to move the cursor from the Document # field.
- Click the Select button.
- The student's follow-up record will be displayed on screen.
- Click on the 'Company' button.
- Enter the name of the company in the 'Search' field.
- Click 'Search'.
- If the name of the company is shown on screen:
 - Highlight the name of the company.
 - Click the 'Return Company' button to return to the previous screen.
 - The company information will be displayed on the Student Follow-up screen.
- If the company name is not shown on screen:
 - See Chapter 10/Company Menu for instructions on entering data for a new company.
- The student's status is entered in the bottom section of the screen.
- Select the student's response from the 'Employment Status' drop-down box.
- If provided, enter the 'Salary Amount'.
- Indicate if the salary is for a week, month or year.
- If provided, enter the 'Hours Worked Per Week'.
- Save the record.

Entering Employer Follow-up Data

- Select Follow-up from the menu bar at the top of the screen.
- Select Follow-up Information from the drop-down box.
- Click on the circle beside 'Employer' to select it.
- Select the school year.
- Enter the document #.

-
- Click Select.
 - Enter the employer follow-up data.
 - Save the data.

Entering Retention Follow-up Data

- Select Follow-up from the menu bar at the top of the screen.
- Select Follow-up Information from the drop-down box.
- Click on the circle beside 'Retention' to select it.
- Select the school year.
- Enter the document number printed on the retention follow-up form in the 'Document #' field.
- Hit the Tab to move the cursor from the Document # field.
- Click the Select button.
- The student's retention follow-up record will be displayed on screen.
- Enter the retention data.
- Save the record.
- The student's status is entered in the bottom section of the screen.
- Select the student's response from the 'Employment Status' drop-down box.
- If provided, enter the 'Salary Amount'.
- Indicate if the salary is for a week, month or year.
- If provided, enter the 'Hours Worked Per Week'.
- Save the record.

HOME SCHOOL REPORT

Complete explanations and instructions are in Chapter 12/Reports/Home School Report.

Printing the Home School Report:

- If your userid has access to more than one school, be sure you are signed on to the correct school.
- Select Reports from the menu bar at the top of the screen.
- Select Institution Reports.
- Wait for the Select Reports screen to load.
- From the Select Reports screen, select 'Home School' from the Reports drop-down box.
- (The institution option will be inactive.)
- Select the appropriate school year.
- Click Next.
- (It will take a little time for the next screen to load. Please be patient.)
- The Home School Report – Options screen will be displayed.
- The institution name and school year that were previously selected are displayed.
- Click the 'Build Report' button and wait for report to compile.
- The finished report will be displayed on screen.
- Click the printer icon button at the upper left of the screen to send the report to the local printer. Be sure to print enough copies for each principal or superintendent to have one.
- Have the report signed by the principals or superintendents for your feeder schools.
- Submit the signed report to Tony Nunn in Frankfort by COB on the designated deadline.

CHECKLIST FOR POSTSECONDARY TEDS USERS

Getting Started:

- ☐ Written down **Login** information? (Store in a safe place)
- ☐ Updated **Institution** Information?
- ☐ Updated **Staff** Information?

Initial Data Entry:

- ☐ Identified students correctly as **Preparatory**
- ☐ Identified students with **Disabilities**?
- ☐ Identified students who are **Disadvantaged**?
- ☐ Identified students who belong to **Special Populations**?
- ☐ Marked **Federal Reporting** once for each student?
- ☐ Entered G.P.A. for all students (required for Perkins)
- ☐ Correctly entered student **Attend Hours**? (6.0 for full-time/3.0 for part-time students)
- ☐ Identified **Tech Prep** Students?
- ☐ Identified **LEP** Students?
- ☐ Entered **Company** Information for student follow-up data entry?
- ☐ Identified **Student Organizations** members? (*Not required for Perkins*)
- ☐ Printed **Reports** for your files?

Six-Month Follow-Up:

- ☐ Entered **Follow-Up** information for completers and graduates for appropriate year?
 - ☐ Entered **Employer** information for completers and graduates for appropriate year?
 - ☐ Printed **Reports** for your files?
-

Year-End:

- ☐ Identified students who received **Industry Certificates**?
- ☐ Identified students who received other **Credentials**?
(*associate degree, program diploma, program certificate, Skills Standards certificate etc*))
- ☐ Selected appropriate **Termination Status** for students not returning fall term next year?
- ☐ Printed **Reports** for your files?

<h2>CHECKLIST FOR SECONDARY TEDS USERS</h2>

Getting Started:

- ☐ Written down **Login** information? (store in a safe location)
- ☐ Updated **Institution** Information?
- ☐ Updated **Staff** Information?

Initial Data Entry:

- ☐ Entered students in the correct type of program—**Preparatory** or **Exploratory**?
- ☐ Identified students correctly as **Preparatory** or **Exploring**?
- ☐ Identified students with **Disabilities**?
- ☐ Identified students who are economically **Disadvantaged**?
- ☐ Identified students who belong to **Special Populations**?
- ☐ Entered G.P.A. for all students (required for Perkins)
- ☐ Marked **Federal Reporting** once for each student?
- ☐ Correctly entered student **Attend Hours**?
- ☐ Identified **Tech Prep** Students?
- ☐ Identified **LEP** Students?
- ☐ Identified students with an **IEP**?
- ☐ Identified students with a **504 Plan**?
- ☐ Identified students who will take the **Skills Standards** test?
- ☐ Entered **Company** Information for work-based learning experiences?
- ☐ Printed **Reports** for your files?
- ☐ Selected the appropriate **Work-Based Learning** experience for each student?
(not required for Perkins)
- ☐ Identified **Student Organizations** members? (Not required for Perkins)

Six-Month Follow-Up:

- ☐ Entered **Follow-Up** information for completers and graduates for appropriate year?
- ☐ Entered **Employer** information for completers and graduates for appropriate year?
- ☐ Printed **Reports** for your files?

Year-End:

- ☐ Identified students who received **Industry Certificates**?
- ☐ Identified students who received other **Credentials**?
(Career Major Certificate, Certificate of Achievement, HS Diploma and/or Skill Standards Certificate)
- ☐ Selected appropriate **Termination Status** for students not returning fall term next year?
- ☐ Printed **Reports** for your files?

USING DES UNEMPLOYMENT INSURANCE RECORDS TO LOCATE LOST GRADUATING COMPLETERS

This procedure should be used to request the Department for Employment Services (DES) locate lost ATC completers who graduated Spring 2003 and are included in the six-month follow-up procedure. Close to 95% of all employed Kentuckians are covered by Unemployment Insurance (UI) administered by our sister agency, DES.

Every UI covered employer must report quarterly the wages for every employee. Data from these reports are included in the UI wage database. Authorized DES employees at the local office and state level can access information on employed former students. DTE's Sarah Galliher has also been authorized to access this information.

Your ATC's staff should develop a list of completers from Spring 2003 whom you have not been able to locate, including each graduate's full name and social security number. Your DES local office (LO) manager *may* have the staff resources to match each graduate's name with UI records and report the results back to you. You should make contact with the LO manager requesting such a matching as well as a providing a date for receiving a report indicating results by graduate. If agreed, the DES LO staff will make queries. Results should include the graduate's name, social security number, employer of record, employer's address and the employer's telephone number. Once you receive the report, contact the graduate for follow-up information.

Should your DES local office be unable to assist you, please send your list to Sarah Galliher, who will make the queries and report results back to you so that your staff can follow up.

The next page contains step-by-step instructions for using DES UI records to locate lost ATC graduating completers.

18USING DES UNEMPLOYMENT INSURANCE RECORDS TO LOCATE LOST GRADUATING COMPLETERS

- Develop a list of completers from the appropriate school year whom you have not been able to locate.
 - Include each graduate's full name and social security number
 - See printscreen on next page for report set-up.
- Contact the LO manager:
 - Request queries are run to check for a match between your 2003 completers who have not responded to the student follow-up and the UI records.
 - Include a date for receiving a report indicating results by graduate.
- If agreed, the DES LO staff will make queries.
- Results should include the graduate's name, social security number, employer of record, employer's address and the employer's telephone number.
 - Should your DES local office be unable to assist you, please send your list to Sarah Galliher, who will make the queries and report results back to you so that your staff can follow up.
- Once you receive the report, contact the graduate for follow-up information.
- Record the information received from the student on the student's follow-up form.
 - Refer to the Student Follow-up Report for the appropriate document ID number. Note at the bottom of the form that the information was obtained through the UI records match.
 - Instructions for printing the Student Follow-up Report are in the TEDS Users Manual, Chapter 8/Follow-up.
- Enter the student's follow-up information into TEDS.
 - Refer to the Student Follow-up Report for the appropriate document ID number.
 - Instructions for entering student follow-up data are in the TEDS Users Manual, Chapter 8/Follow-up.
- Run TEDS reports to verify the follow-up data has been entered completely and correctly.
 - Run the Class List Report (Reports/Institution Reports/Class List)
 - Select the school year for which you are conducting student follow-up. Click Next.
 - Select the student's name, SSN and employment status from the Available Report Columns.
 - Choose institution and program from the Groups Shown and Order.
 - Print the report.
 - Run the Employment Status Report (Reports/Institution Reports/Statistical Reports/Employment Status)
 - Select the school year for which you are conducting student follow-up. Click Next.
 - Select 'non-dupe' from the Dupe/Non-dupe field.

- Select 'Preparatory' as the Student Objective.
- Select 'Employment Status' from the Type of Report field.

Select Report - Microsoft Internet Explorer

Report: Class List

Agency: ALL

Institution: YOUR SCHOOL NAME HERE

Effective Year: 2002-2003

Cancel Next >>

Select Report Production SarahE.Gallier 1:04 PM 03/01/2004

Report Class List - options - Microsoft Internet Explorer

Report Class List - Options

Agency: ALL

Institution: YOUR SCHOOL NAME HERE

Effective Year: 2002-2003

Dupe/NonDupe: Non-Duplicates

Program: ALL

Program Level: ALL

Program Definition: ALL

Section: ALL

Student Objective: PREPARATORY

Termination Status: Completers

Education Level: ALL

Pell Grant only: ☐ Tech Prep only: ☐

Available Report Columns

- Pell Grant
- Student Address
- Student Phone
- Contact Relationship
- Contact Name
- Contact Address
- Contact Phone
- Sponsored By
- Organization
- Employment Status

Selected Report Columns

- Student Name
- SSN
- Student Objective
- Employment Status

Groups Shown and Order

- Institution
- Program
- Program Area
- Program Level
- Section
- Education Level
- District
- Home School

To make multiple selections, use the "Shift" or "Ctrl" key while clicking the mouse.

Report format: Microsoft Word << Previous Build Report Cancel

Report Class List 1:05 PM 03/01/2004

19SAMPLE FOLLOW-UP LETTERS

The following three documents are sample cover letters that may be used with the student, employer and retention follow-up forms. They are intended to illustrate the type of information that should be included in the cover letters. Schools are not required to use these letters and may develop their own cover letters for inclusion with the follow-up forms.

FOLLOW-UP OF FORMER TECHNICAL EDUCATION STUDENTS

Date

Perkins III requires states to check placement in employment or education by contacting former students who completed a technical program during the previous school year. The enclosed form will provide information concerning placement of former students. Your assistance in this matter would be greatly appreciated.

The purpose of this questionnaire is to gather information about your current work and/or additional education one year after your graduation from a technical education program. This information will be used to evaluate the technical education programs offered by technical education institutions in Kentucky and to provide aggregate statistical information.

This survey will tell us whether or not each former student is working, whether the employment is in the field for which the student trained, is continuing education or training, in the military a combination of these criteria.

Please complete the enclosed Retention Form and return to the school in the self-addressed and stamped envelope for your convenience.

Please call *phone number* if you have questions about this form. Thank you.

Sincerely,

*Your name, title and
School name and address*

EMPLOYER SATISFACTION SURVEY

Date

Perkins III requires states to contact employers of former technical education students who responded to our follow-up survey as being employed, pursuing additional education or in the military. The enclosed survey form allows employers to rate the training received by an employee who completed a technical education program in Kentucky.

The purpose of this questionnaire is to gather information about your opinion of how the training received affects the work quality and quantity of the former student. To preserve the privacy of the former student his/her name is not included on the survey form. The form is identified only by a document number which is then used to enter your responses into a database where the information will be used to evaluate the technical education programs offered by educational institutions in Kentucky and to provide aggregate statistical information.

Please consider the training of this former student when completing the survey form: _____ . Return the completed form to the school in the self-addressed and stamped envelope enclosed for your convenience.

Please call *phone number* if you have questions about this form. Thank you.

Sincerely,

Your name, title and

School name and address

RETENTION IN SUCCESSFUL PLACEMENT FOLLOW-UP OF FORMER TECHNICAL EDUCATION STUDENTS

Date

Perkins III requires states to check retention in employment or education by contacting former students who were reported as positive placements. Positive placement includes students who reported being employed in a field related to their training, in the military or continuing their education. The retention follow-up process is begun six months after the student is initially contacted for follow-up information. Your assistance in this matter would be greatly appreciated.

The purpose of this questionnaire is to gather information about your current work and/or additional education one year after your graduation from a technical education program and six months after you first reported your work place or continued education. This information will be used to evaluate the technical education programs offered by technical education institutions in Kentucky and to provide aggregate statistical information.

This survey will tell us whether or not each former student is still working in the same job or a different job, is continuing education or training, still in the military or joined the military, or a combination of these criteria.

Please complete the enclosed Retention Form and return to the school in the self-addressed and stamped envelope for your convenience.

Please call *phone number* if you have questions about this form. Thank you.

Sincerely,

*Your name, title and
School name and address*

REQUIRED DATA FIELDS

Data fields listed in the column '**ALWAYS REQUIRED**' indicates that data must be entered for all students from all schools. There are no exceptions for required data.

Data fields listed in the column '**IF APPLICABLE**' indicates that data must be entered if the student situation meets (one of) the qualifications for the field. It is required data for qualifying students.

SCHOOL MENU OPTION

INSTITUTION MAINTENANCE SCREEN

ALWAYS REQUIRED	IF APPLICABLE
Field Name	Field Name
County	Feeder schools (if school has secondary students)

STUDENT MENU OPTION

ADD SECTION/EDIT SECTION SCREENS

ALWAYS REQUIRED	IF APPLICABLE
Field Name	Field Name
Section Name	Satellite program Indicator
Section Level	Satellite program location

STUDENT DEMOGRAPHIC SCREEN

ALWAYS REQUIRED	IF APPLICABLE
Field Name	Field Name
Last Name	
First Name	
SSN	
Date of Birth	
Gender	
Race	

STUDENT ENROLLMENT SCREEN

MAIN SCREEN

ALWAYS REQUIRED	IF APPLICABLE
------------------------	----------------------

Field Name

Education Level

Attend Hours

Objective

Enrollment Date

Federal Reporting Indicator

Field Name

Disability

Disadvantage

Special Populations

Home High School (secondary students)

Termination Status (if student exits)

Termination Date (if student exits)

Tech Prep Indicator

Limited English Proficiency (LEP) Indicator

Individual Education Plan (IEP) Indicator

504 Plan Indicator

Skills Standard Indicator

SPONSOR BY SCREEN**ALWAYS REQUIRED****Field Name****IF APPLICABLE****Field Name**

Pell Grant (post-secondary students)

O*NET CODES SCREEN**ALWAYS REQUIRED****Field Name****IF APPLICABLE****Field Name**

O*Net codes/titles earned

INDUSTRY CERTIFICATE SCREEN**ALWAYS REQUIRED****Field Name****IF APPLICABLE****Field Name**

Any certificate title earned

CREDENTIALS SCREEN**ALWAYS REQUIRED****Field Name****IF APPLICABLE****Field Name**

Any credential earned

(associate degree, program diploma, program certificate, Skills Standards certificate etc.)

TERMINATION SCREEN

ALWAYS REQUIRED	IF APPLICABLE
Field Name	Field Name
Termination Status (if student exits)	Termination Date

STAFF SCREEN

ALWAYS REQUIRED	IF APPLICABLE
Field Name	Field Name
(Instructor's) Last Name	
(Instructor's) First Name	
(Instructor's) SSN	
Program/CIP taught	
Percentage (full-time/part-time)	

AGGREGATE ENROLLMENT SCREEN

(Aggregate Enrollment Screen is used to enter data exclusively for programs that are exploratory such as Career Choices, Multi-program Exploration, Exploratory Agriculture etc.) Students enrolled in a occupational preparation program (preparatory) must be individually entered using the Class List/Enrollment screen, regardless of whether the student is preparatory or exploratory in the program.

See the *Technical Education Database System User Manual* for information on data field requirements for this screen.

EDIT SECTION SCREEN

This screen is used for editing/updating data entered on the Add Section screen. The required data fields for this screen remain the same as the Add Section screen.

FOLLOW-UP MENU OPTION

FOLLOW-UP LETTERS SCREEN

There are no required data fields for this screen. The screen is used to generate and print the follow-up forms.

FOLLOW-UP INFORMATION SCREEN

ALWAYS REQUIRED	IF APPLICABLE
Field Name	Field Name
<i>Student Follow-up</i>	
Document ID Number	Company Name
Employment Status	Hours Worked
	Salary

Employer Follow-up

Document ID Number

Employer's responses

Retention Follow-up

Document ID Number

Company Name

Employment Status

Hours Worked

Salary

COMPANY MENU OPTION**COMPANY MAINTENANCE SCREEN****ALWAYS REQUIRED****IF APPLICABLE****Field Name****Field Name**

(Company) Name

Relationship

○ **APPENDIX D - USERID REQUEST FORM**

The form and instructions for requesting the assignment of a web-TEDS userid are on the following pages.

KENTUCKY EDUCATION CABINET

OFFICE FOR TECHNICAL EDUCATION

Please use the attached form to request the assignment of a userid for working with the web browser-based Technical Education Database System (TEDS). The form should be printed, completed and signed by the person to whom the userid will be assigned. The supervisor of the staff person must also sign and date the request.

Each person who will need access to the data in the TEDS database must be assigned his/her own unique userid. Sharing of userids is not allowed.

Allow at least a week for the userid to be assigned. Be sure to retain a copy of the signed form for school records.

Please provide all requested data. Do not leave any field blank. Missing information could cause a delay in setting up the userid and assigning the correct access. Instructions for completing each field are provided on the following page.

All information provided will be used to assign access to the TEDS database and will not be shared with any other person or agency.

Mail or fax the completed form to:

Sarah Galliher
2014 Capital Plaza Tower
500 Metro Street
Frankfort, KY 40601
Fax: (502) 564-4800

The staff person will be notified by email when the userid has been assigned. A default password will be assigned to the userid and will be included in the email notification. The default password will be entered the first time the staff person signs on to TEDS with the new userid. The staff person will be asked to set his/her own unique password at that time.

Any questions or problems concerning userids may be directed to Sarah Galliher by phone at (502) 564-4286 or by email at SarahE.Galliher@ky.gov

If Sarah is not available, you may contact Ruby Smith at (502) 564-3775 or by email at <mailto:rsmith@kde.state.ky.us>. Sarah and Ruby are listed in the state global address book.

INSTRUCTIONS FOR COMPLETING A USERID REQUEST FORM

The information requested in the box under 'Please assign a userid for Technical Education Database System (TEDS) access to:' must be provided for the person to whom the userid will be assigned. Please fill out a separate form for each requested userid.

LAST NAME, FIRST NAME, INITIAL: This should be the person's legal name. Please do not use nicknames. Be sure to provide the middle initial. If the person does have a middle initial, use 'X' as the middle initial.

SSN: SSN indicates the staff person's 9-digit Social Security number. It is required. A userid will not be assigned without the SSN.

LOCATION: Please provide the location of the staff person's workstation. A school name/office name and city location will be sufficient information. If more room is needed, please continue the list on another page and attach it to the form.

POSITION: Please provide the name of the staff person's position or their work title.

TYPE OF ACCESS:

Option 1: Enter and/or update TEDS data, print reports *(not including staff information).*

If the staff person will enter or update data, view data on screen and run reports, place a checkmark beside Option 1.

Option 2: Enter and/or update staff information *(in addition to TEDS data).*

If the staff person will also enter and/or update staff information, place a checkmark beside Option 2.

Option 3: View data on screen or print reports only.

If the staff person will not enter or update data but will only view data on screen or print reports, place a checkmark beside Option 3. Leave options 1 and 2 blank.

Option 4: T & D screens and reports only.

If the staff person will be entering only T & D program data, place a checkmark beside Option 4. Leave Options 1, 2, and 3 blank.

SCHOOL OR DISTRICT: If the staff will be entering data for an individual school or schools, please list the full name of the school(s). It is not necessary to list the district name. If the staff person will be entering data for all the schools in a particular district, list the name of the district and indicate that it is a district name.

NOTE: This is not a list of feeder schools that send students to your institution. The staff person will have access to the student data for each institution on his/her individual list. Staff will not be given access to schools from another agency.

SIGNATURE/DATE: The staff person for whom the userid is being requested must sign and date the form.

SUPERVISOR SIGNATURE/DATE: The supervisor for the staff person must sign and date the form.

FORMS WILL NOT BE PROCESSED IF EITHER SIGNATURE IS MISSING.

DEPARTMENT OF EDUCATION
TECHNICAL EDUCATION
REQUEST FOR USERID FOR TEDS ACCESS

Please assign a userid for Technical Education Database System (TEDS) access to:

Last Name: _____	First Name: _____	Initial: _____
SSN: _____	Location: _____	
Email address: _____		Phone: (____) _____
TYPE OF ACCESS: This person will need the following type of access to the TEDS data.		
_____	Option 1: Enter and/or update TEDS data, print reports (not including staff information).	
_____	Option 2: Enter and/or update staff information (in addition to TEDS data).	
_____	Option 3: View data on screen or print reports only.	
_____	Option 4: Enter and/or update T & D data only.	

Position: _____

This staff person will need access to data for the following schools or district. Attach an extra sheet if more room is needed. This is not a list of feeder schools.

SCHOOL <i>(list full name of individual schools)</i>	DISTRICT <i>(only if entering data for entire district)</i>

I understand that assignment of a userid may allow access to confidential information and/or records so that I may perform my specific job duties. I further understand and agree that I am not to disclose confidential information and/or records without the prior written consent of the appropriate authority(s) in the Cabinet for Workforce Development, Department for Technical Education.

I understand that all userid/passwords to access computer data are issued on an individual basis and that I am solely responsible for all information obtained using my unique identification. At no time will I allow use of my userid/password by any other person.

I understand that accessing or releasing confidential information and/or records on myself, other individuals or clients, constitutes a violation of this agreement and may result in disciplinary action taken against me up to and including dismissal and/or prosecution as provided by state or federal law. Complete information concerning unlawful access to a computer, confidential treatment of reports and records and the penalties for misuse of the information can be found in the KRS 434.840 through 434.860, KRS 160.700 through 160.730 and 20 USC §1232g and 5 USC §552a.

By requesting assignment of a userid to access the TEDS database I agree to abide by the relevant laws, regulations and policies concerning access, use, maintenance and disclosure of confidential information and/or records which shall be made available to me through assignment of said userid. I further agree that it is my responsibility to assure the confidentiality of all information that has been issued to me in confidence.

Signature / Date

Supervisor Signature / Date